DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 6, 1923.

FILED
OCT 16 1936
Please return to the Secretary's Mail Room
P.L. GLADMON

MEMORANDUM No. 430

(Superseding Memorandum No. 368 of February 6, 1922)

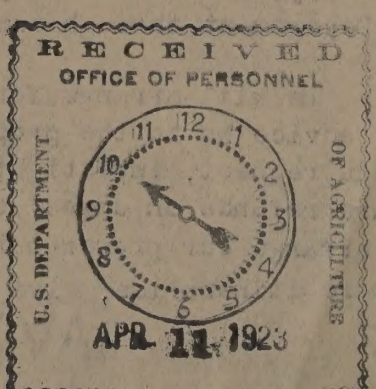
Effective immediately an Office of Traffic Management is hereby established in the Office of the Secretary with Mr. Elmer E. Forbes, Traffic Manager, in charge.

The Traffic Manager will be responsible to the Secretary for the efficient and economic conduct of the traffic activities of the Department and to that end he may call upon the bureaus, divisions, and offices of the Department for such information as may be necessary to the proper performance of his duties. He will keep in touch with all traffic activities and give such advice to the bureaus and offices as may be necessary to insure the prompt and efficient movement of traffic and the proper disposition of all matters connected therewith. He is authorized to conduct such correspondence with the carriers, the general public, and the bureaus of the Department as may be necessary, and in that connection, will maintain appropriate files and records.

He will keep in close touch with traffic conditions in the Government service generally, and will recommend to the Secretary such changes in the Department's regulations and such issue of bulletins and circulars pertaining to transportation matters as he may deem advisable.

He will advise shipping and receiving clerks of the proper nomenclature to be used in billing shipments and of the methods of packing and loading which will insure the application of proper classifications. He will assist in the preparation of notations on bills-of-lading adequate to protect the interest of the Government in cases of loss, damage, or special services. He will also assist in expediting emergency shipments, in institution of tracers in cases of unusual delay or non-delivery, in the securing of equipment where necessary, and in the preparing of car orders so as to prevent loss to the Department through excess minimum weight.

He will arrange for the disposition of unclaimed shipments, give advice as to the proper loading of car-load shipments, and, upon bureau request, investigate claims for loss, damage, or reparation, secure refunds on unused or partially used tickets and similar collections, and arrange for proper bureau credits. Upon bureau request he will also prepare itineraries, give special advice on train service, routes,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OFFICE OF PERSONNEL
U.S. DEPARTMENT
OF AGRICULTURE
APR 11 1923

connections, and facilities, make sleeping and parlor-car reservations, and secure tickets and Pullman accommodations.

He will have custody of the general supply of bills-of-lading and transportation requests, and will issue these forms in bulk to the bureaus upon proper request therefor;

He will see to it that no unnecessary files of freight or passenger tariffs are maintained in the Department. He shall have access to memorandum copies of bills-of-ladings issued by the bureaus of the Department and to all other bureau records of transportation activities. Upon the direction of the head of the Department, or upon bureau request, he will investigate irregularities pertaining to traffic with a view to the correction of such errors in practice as may be found to exist.

He will act as intermediary between the bureaus of the Department and the Federal Traffic Board, and, upon bureau request, between the bureaus and the carriers or agencies of the carriers, such as the various classification or passenger committees, demurrage bureaus, and the like.

He will make to the Secretary recommendations for the adoption of such procedure and the maintenance of such records as may be necessary to prevent duplicate payments.

Through the head of the Department, the Traffic Manager will render such reports as may be required of him by the Federal Traffic Board and will also render such additional reports to the head of the Department as may be required of him.

C. W. Pugsley

Acting Secretary.

connections, and facilities, make sleeping and parlor-car reservations, and secure tickets and Pullman accommodations.

He will have custody of the general supply of bills-of-lading and transportation requests, and will issue these forms in bulk to the bureaus upon proper request therefor.

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Through the head of the Department, the Traffic Manager will render such reports as may be required of him by the Federal Traffic Board and will also render such additional reports to the head of the Department as may be required of him.

Acting Secretary.

F

DEPARTMENT OF AGR
OFFICE OF THE SECRE
WASHINGTON

April 6, 1923.

Memorandum for Mr. Reese.

Dear Mr. Reese:

I am sure the Secretary will be interested in the suggestion contained in your memorandum of March 26 that a committee be appointed to handle reclassification matters in this Department. It seems the appointment of such a committee would insure uniformity in the classification of positions in the various bureaus and I should appreciate your suggestions as to possible members of the proposed committee.

Sincerely,

Administrative Assistant.

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Please return to the
Secretary's File Room

DEPARTMENT OF AGRI
OFFICE OF THE SECRE
WASHINGTON

April 6, 1923.

Memorandum for Mr. Reese.

Dear Mr. Reese:

I am sure the Secretary will be interested in the suggestion contained in your memorandum of March 28 that a committee be appointed to handle reclassification matters in this Department. It seems the appointment of such a committee would insure uniformity in the classification of positions in the various bureaus and I should appreciate your suggestions as to possible members of the proposed committee.

Sincerely,

Administrative Assistant.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

WASHINGTON

S-F

DRUG, POISONOUS, AND OIL PLANT INVESTIGATIONS

April 9, 1923.

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★ MAY 11 1923 A
Please return to the

MEMORANDUM FOR MR. H. M. BAIN.

Dear Mr. Bain:

I have just received your Memorandum of March 31 ultimo, with reference to the appointment of a committee to consider reclassification matters in the Department.

In my judgment the plan proposed is not only practicable but very desirable. The proposed committee should be authorized to act in liaison between the Department and the Personnel Classification Board, to it should be referred for action all matters pertaining to classification, and it should be instructed and empowered to take such action as may be necessary to insure uniformity in the classification of comparable positions in the various bureaus of the Department. In selecting the committee I believe the following considerations should govern:

(1) The need for the centralization of all classification matters under one responsible control.

(2) Direction of the committee by one of the principal officials of the Department.

(3) Selection of the committeemen on the basis of their knowledge of personnel and classification.

I favor the appointment of a committee of not less than three nor more than five members, one of these to be the Director of Scientific Work as Chairman. Suggestions for the full committee are as follows:

Dr. E. D. Ball, Director of Scientific Work, Chairman.
Mr. W. A. Jump, Secretary's Office.
Col. W. B. Greeley, Forest Service.
Dr. H. A. Edson, Bureau of Plant Industry
Dr. W. W. Skinner, Bureau of Chemistry.

I would further suggest the desirability of appointing a Vice-Chairman to act in the absence of the Chairman, and to relieve him of cumbersome details of the work.

Very truly yours,

W W Stockberger

Physiologist in Charge of Drug,
Poisonous and Oil Plant Investigations.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF CHEMISTRY

WASHINGTON, D. C.

ADDRESS REPLY
CHIEF, BUREAU OF CHEMISTRY
AND REFER TO

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TIME
APR 10 1923
Office of the Secretary

APR - 9 1923

Memorandum for Mr. H. M. Bain,
Administrative Assistant, Office of The Secretary.

Dear Mr. Bain:

I believe the suggestion made in your memorandum of March 31, for the appointment of a Departmental committee to consider uniformity in reclassification, is a most excellent one. Because of the experience which the members of the committee on personnel already in existence have had, I should think it could properly form the nucleus for a larger committee.

The present committee, composed of Dr. Stockberger, Mr. Gladmon and myself, is, as you will see, rather representative of the technical staff of the Department. I believe the addition to this committee of two persons to represent the clerical and administrative personnel of the Department would be advisable. The committee should be a small one. I think a committee of five is entirely sufficient.

We have discussed this question here in the Bureau and are of the opinion that Mr. Allanson of the Bureau of Plant Industry and Mr. Krueger of the Bureau of Agricultural Economics are exceptionally well qualified to serve on such a committee. I do not know either of these gentlemen personally but by reputation. I understand that they have given considerable thought to the matter of classification within their bureaus.

Respectfully,

W. W. Skinner

W. W. Skinner,
Assistant Chief.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF CHIEF CLERK

WASHINGTON, D. C.

April 9, 1923.

Dear Mr. Bain:

For the District of Columbia the Classification Act of 1923 prescribes (Section 4):

> SEC. 4. That after consultation with the board, and in accordance with a uniform procedure prescribed by it, the head of each department shall allocate all positions in his department in the District of Columbia to their appropriate grades in the compensation schedules.

For the field service it prescribes (Section 5):

> The board shall make a survey of the field services and shall report to Congress at its first regular session following the passage of this Act schedules of position, grades, and salaries for such services, which shall follow the principles and rules of the compensation schedules herein contained in so far as these are applicable to the field services. This report shall include a list prepared by the head of each department, after consultation with the board and in accordance with a uniform procedure prescribed by it, allocating all field positions in his department to their approximate grades in said schedules and fixing the proposed rate of compensation of each employee thereunder in accordance with the rules prescribed in section 6 herein.

Thus in both cases the head of the Department is required to make an allocation in accordance with a uniform procedure to be prescribed by the Personnel Classification Board. He can do it, of course, only through bureau channels. With all branches allocating independently of each other there is strong probability of a lack of uniformity in allocating the same or similar jobs. Hence the need, as I see it, for a department committee to standardize allocations as far as practicable. We do not know yet what procedure will be laid down for us to follow, nor how closely the Board will supervise us. If, as has been guessed, it is their plan to send agents around to work with bureau officers, we may not need a committee. But in any event it will be well to be pre-

pared to appoint a committee if it develops that a committee is necessary. A committee would have been useful in handling the recent request of the Board for criticism of their questionnaire - in fact it ultimately was handled by an informal committee.

I can continue to act, of course, as the mere agency for receipt and distribution of material sent down by the Board. I should not act alone on any matter really affecting allocation; a strong committee should be appointed or at least selected ready for appointment. As allocation falls into two natural divisions, the committee should be representative of both divisions, which are

(1) Professional and scientific, including the sub-professional service.

(2) Clerical, administrative, and fiscal service, with the custodial service.

A committee of five or seven should be selected. The following names suggest themselves to me:

Dr. Ball, Director of Scientific Work.

Dr. Skinner, Bureau of Chemistry.

Dr. Stockberger,)
Mr. Allanson,) Bureau of Plant Industry
Mr. Edson,)

Mr. Anderson, Forest Service.

Mr. Carroll, Bureau of Animal Industry.

Mr. Krueger,)
Mr. Hughes,) Bureau of Agricultural Economics.
Mr. Tenny,)

Mr. Reese)
Mr. Gladmon) Secretary's Office.

Chief Clerk.

OFFICE OF
THE SECRETARY OF AGRICULTURE

April 9, 1923.

10, 1, 13

Mr. Bain:

I believe it would be well to have a brief analysis of the Agricultural Credits Act (bottom of page 11). B.A.E. can furnish. B.A.E. might also be asked to look over the portions with which they are especially concerned, for any suggestions they may care to make.

I think it would be desirable to add to this memorandum the following legislation:

H.R. 2347, relief of entrymen.
H.J.Res. 422, entry free of certain domestic animals
S. 3295, collection of foreign statistics.
S. 4187, extension of time for payment of charges on reclamation projects.
S. 3702, exchange of lands within Lincoln National Forest.
Possibly also S.J.Res. 282, extending time for report of Dept. reorganization committee.

Suggest that memo. be returned to Mr. Zappone for consideration of these recommendations.

E.H.B.

U. S. DEPARTMENT OF AGRI)LTURE

DIVISION OF ACCOUNTS AND DISBURSEMENTS

WASHINGTON, D. C.

8—4819

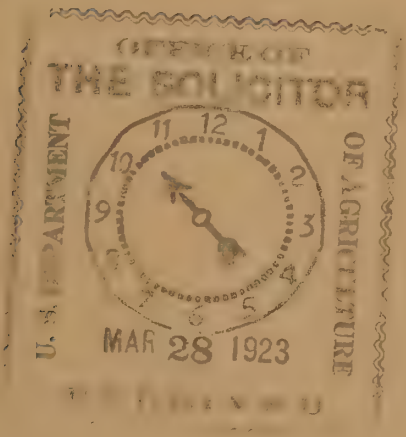
March 28, 1923.

Dear Mr. Williams:

Annually a memorandum similar to the attached is prepared in this division for the approval of the Secretary, and dissemination to the bureaus for their information.

Will you kindly make any changes that may be necessary and then initial same and send to the Secretary's office.

Respectfully,



United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

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TIME
APR - 5 1923
Office of the Secretary

April 5, 1923.

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Hon. C. W. Pugsley,

Assistant Secretary.

Dear Mr. Pugsley:

Referring to the attached file, the draft of a proposed memorandum superseding Memorandum No. 368, hereto attached, having been approved by General Lord, Colonel Smither, and the Federal Traffic Board, the Advisory Committee on Finance and Business Methods recommends that it be now issued as a numbered memorandum of the Office of the Secretary.

Very respectfully,

A. Jappone

Chairman, Advisory Committee on Finance and Business Methods.

Enclosures.

file

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF CHIEF CLERK
WASHINGTON, D. C.

April 3, 1923.

MEMORANDUM FOR MR. ZAPPONE

Dear Mr. Zappone:

I have discussed this informally with Mr. Bain. He thinks as I do that as the proposed memorandum is approved by the Federal Traffic Board and by General Lord and Colonel Smither, it may as well be promulgated by the Acting Secretary.

It is suggested the Finance Committee consider submission of the file to the Acting Secretary with recommendation that the memorandum issue.

Chief Clerk.

OFFICE OF
THE COORDINATOR FOR TRAFFIC
AND
CHAIRMAN
FEDERAL TRAFFIC BOARD
WAR TRADE BUILDING
WASHINGTON

ROOM 1406
TEL. MAIN 2520
BRANCH 1397

ADDRESS ALL
COMMUNICATIONS TO
THE COORDINATOR
FOR TRAFFIC AND
REFER TO
000-961

2 April 1923.

DEPARTMENT OF AGRICULTURE
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Asst. Secy's Office

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APR 13 1923
Please return to the

Honorable C. W. Pugsley,
Assistant Secretary,
Department of Agriculture,
Washington, D. C.

Dear Mr. Pugsley:

Replying to your letter of March 30, the draft of the order shown me by Mr. R. M. Reese of your Department was entirely satisfactory, and I look forward to its promulgation in the near future. A copy of the proposed order has been shown to both Colonel Smither, the Chief Coordinator, and General Lord, the Director of the Bureau of the Budget, and meets with their hearty approval.

The order has been prepared in splendid form and completely covers the traffic plan proposed by this Board.

Please accept my thanks for the sincere cooperation of the Secretary of Agriculture in connection with this matter and all other traffic matters that have been handled by him with this Board.

Sincerely yours,

C. G. Mayo

C. G. MAYO,
Coordinator for Traffic.

000-961

2 April 1923.

Honorable C. W. Pugsley,
Assistant Secretary,
Department of Agriculture,
Washington, D. C.

Dear Mr. Pugsley:

Replying to your letter of March 30, the draft of the order shown me by Mr. R. M. Reese of your Department was entirely satisfactory, and I look forward to its promulgation in the near future. A copy of the proposed order has been shown to both Colonel Smither, the Chief Coordinator, and General Lord, the Director of the Bureau of the Budget, and meets with their hearty approval.

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Please accept my thanks for the sincere cooperation of the Secretary of Agriculture in connection with this matter and all other traffic matters that have been handled by him with this Board.

Sincerely yours,

C. G. MAYO,
Coordinator for Traffic.

United States Department of Agriculture,

Division of Accounts and Disbursements,

Washington, D. C.

April 10, 1923.

MEMORANDUM FOR MR. BAIN.

Dear Mr. Bain:

Returned herewith is the memorandum prepared in this office covering acts and parts of acts pertaining directly or indirectly to the work of this Department. In accordance with the suggestion of Mr. Bradley I have had the Bureau of Agricultural Economics pass upon the portions of this memorandum with which they are especially concerned, and with a slight addition to the paragraph regarding the Cotton Standards Act they were found to be all right.

The official record of March 14, contained a brief synopsis of the Agricultural Credits Act which I think might very well be reproduced in this memorandum. The record containing this synopsis was issued about the time the memorandum was being prepared and it was my opinion that it ~~should~~ would be unnecessary to go into any detail in this memorandum regarding the Agricultural Credits Act.

The additional acts and resolutions which Mr. Bradley suggested be included are now provided for with the exception of S. 3702, authorizing the exchange of lands within the Lincoln National Forest. This act was already included in the memorandum on page 8.

I think the memorandum is now in shape for printing.

Respectfully,

A. Thompson

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 13, 1923.

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★ OCT 16 1936
Please return to
the Secretary's File Room

MEMORANDUM NO. 431

Extracts from appropriation acts for 1924 (other than the Agricultural Appropriation Act), and other acts and resolutions passed by the 67th Congress (third session), which relate either directly or indirectly to the Department of Agriculture, or which may be of general interest to employees.

FILED
P.L. CLASSIFICATION

The attention of officials and employees of the Department of Agriculture is invited to the following provisions of a general nature which are included in the several acts and resolutions indicated.

C. W. Pugsley

Acting Secretary of Agriculture.

ACT TO PROVIDE A METHOD FOR THE SETTLEMENT OF CLAIMS ARISING AGAINST THE GOVERNMENT OF THE UNITED STATES IN SUMS NOT EXCEEDING $1,000 IN ANY ONE CASE, APPROVED DECEMBER 28, 1922 (Public No. 375).

That when used in this Act the terms "department and establishment" and "department or establishment" mean any executive department or other independent establishment of the Government; the word "employee" shall include enlisted men in the Army, Navy, and Marine Corps.

SEC. 2. That authority is hereby conferred upon the head of each department and establishment acting on behalf of the Government of the United States to consider, ascertain, adjust, and determine any claim accruing after April 6, 1917, on account of damages to or loss of privately owned property where the amount of the claim does not exceed $1,000, caused by the negligence of any officer or employee of the Government acting within the scope of his employment. Such amount as may be found to be due to any claimant shall be certified to Congress as a legal claim for payment out of appropriations that may be made by Congress therefor, together with a brief statement of the character of each claim, the amount claimed, and the amount allowed: Provided, That no claim shall be considered by a department or other independent establishment unless presented to it within one year from the date of the accrual of said claim.

under the provisions of this Act shall be deemed to be in

SEC. 6. That any and all Acts in conflict with the provisions of this Act are hereby repealed.

ACT MAKING APPROPRIATIONS FOR THE MAINTENANCE OF STAMPS AND PRINTING AND FOR THE JUDICIARY FOR THE FISCAL YEAR ENDING JUNE 30, 1923, AND FOR OTHER PURPOSES, APPROVED JANUARY 3, 1923 (Public No. 379).

for maintenance of the one member of the permanent committee of the International Institute of Agriculture for the calendar year 1923, $5,000;

For the payment of the quota of the United States for the cost of translating into and printing in the English language the publications of the International Institute of Agriculture at Rome, $5,000;
Total, $400,377. (page 9)

ACT MAKING APPROPRIATIONS FOR THE TREASURY DEPARTMENT FOR THE FISCAL

3, 1923 (Public No. 379).

TRANSFERS OF OFFICE MATERIAL, SUPPLIES, AND EQUIPMENT
IN THE DISTRICT OF COLUMBIA.

For ***** carrying into effect the Executive order of November

modification, except that the price charged shall be the current market

the Treasury as classified receipts: Provided further, That the

Secretary of the Treasury in connection with the storage and delivery

material, supplies, and equipment transferred under the foregoing

provision: Provided further, That typewriters and accounting machines trans-

ferred to the General Supply Committee as surplus, where such machines

are of the fourteen-inch carriage type, may, in the discretion of the Com-

mittee, be exchanged for machines of the same general nature of the

latest model or type. (page 4)

AN ACT TO CONSOLIDATE THE WORK OF COLLECTING, COMPILING, AND PUBLISHING STATISTICS OF THE FOREIGN COMMERCE OF THE UNITED STATES IN THE DEPARTMENT OF COMMERCE. APPROVED JANUARY 5, 1923 (Public No. 379).

That the control and with it the expense of operation of the office known as the Bureau of Customs Statistics under the jurisdiction of the Department of the Treasury, now located in the customhouse, city of New York, State of New York, including all officers, clerks, and other employees of that bureau, official records, papers, mechanical and office equipment, furniture, and supplies now in use, be, and the same hereby is, transferred from the Department of the Treasury to the Department of Commerce. The Secretary of Commerce is hereby authorized, if by him deemed advisable, to consolidate the said Bureau of Customs Statistics with the Division of Statistics of the Bureau of Foreign and Domestic Commerce into one office, located in either Washington or New York, or partly in either place, in the discretion of the Secretary of Commerce; that the statistical bureau hereby authorized to be located in New York under the jurisdiction and control of the Department of Commerce continue to occupy the premises in the New York customhouse which are now occupied by the Bureau of Customs Statistics, and that additional space as needed be assigned in the same building for its use by the Secretary of the Treasury upon request of the Secretary of Commerce. All of the unexpended appropriations or allotments from appropriations available for the maintenance and expense of operation of the said Bureau of Customs Statistics are, from the time when this Act takes effect, deducted from the appropriation of the Department of the Treasury for collecting revenue from customs and transferred to the appropriation for the Department of Commerce, to be available for the current fiscal year from the time of such transfer for expenditure in the District of Columbia or elsewhere, under the direction of the Secretary of Commerce, for personal services, rental, or purchase of mechanical, tabulating, duplicating, and other office machinery, devices, furniture, and supplies, including their exchange or repair; subsistence, traveling and transportation expenses of employees for official purposes; telegraph, telephone, and all other contingent expenses not specifically included in the foregoing.

SEC. 2. That the Department of Commerce will furnish monthly to the collectors at the several ports a tabulation in detail showing the quantities and values of the merchandise imported and exported from their respective districts, and will furnish the Treasury Department upon request such special reports as may be necessary from time to time.

SEC. 3. That this Act shall take effect and be in force on the 1st day of January, 1923.

RESTRICTION ON THE PURCHASE, SALE, OR EXCHANGE OF TYPEWRITING MACHINES.

No part of any money appropriated by this or any other Act shall be used during the fiscal year 1924 for the purchase of any standard typewriting machine, except bookkeeping and billing machines, at a price in excess of the following for models with carriages which will accommodate paper of the following widths, to wit: Ten inches (correspondence models), $70; twelve inches, $75; fourteen inches, $77.50; sixteen inches, $82.50; eighteen inches, $87.50; twenty inches, $94; twenty-two inches, $95; twenty-four inches, $97.50; twenty-six inches, $103.50; twenty-eight inches, $104; thirty inches, $105; thirty-two inches, $107.50.

All purchases of typewriting machines during the fiscal year 1924 by executive departments and independent establishments for use in the District of Columbia or in the field, except as hereinafter provided, shall be made from the surplus machines in the stock of the General Supply Committee. The War Department shall furnish the General Supply Committee, immediately upon the approval of this Act, a complete inventory of the various makes, models, and classes of typewriters in its possession, the condition of such machines, and the point of storage, and shall turn over to the General Supply Committee such typewriting machines in such quantities as the Secretary of the Treasury from time to time may call for by specific requisition for sale to the various services of the Government. If the General Supply Committee is unable to furnish serviceable machines to any such service of the Government, it shall furnish unserviceable machines at current exchange prices, and such machines shall then be applied by the service of the Government receiving them as part payment for new machines from commercial sources in accordance with the prices fixed in the preceding paragraph. And in selling typewriting machines to the various services the General Supply Committee may accept an equal number of unserviceable machines as part payment thereon at the exchange prices quoted in the current general schedule of supplies. (pages 4, 5)

REGULATION OF PROPAGATION AND SALE OF BIOLOGIC PRODUCTS.

~~Biologic products:~~ To regulate the propagation and sale of viruses, serums, toxins, and analogous products, including arsphenamine, and for the preparation of curative and diagnostic biologic products, including personal services of reserve commissioned officers and other personnel, $41,500. (page 18)

Services ... District of Columbia and in the field, $40,000. (page 10)

TRANSFER OF FUNDS TO BUREAU OF STANDARDS.

During the fiscal year 1924 the head of any department or independent establishment of the Government having funds available for scientific investigations and requiring cooperative work by the Bureau of Standards on scientific investigations within the scope of the functions of that bureau, and which the Bureau of Standards is unable to perform within the limits of its appropriations, may, with the approval

All purchases of typewriting machines during the fiscal year 1924 by executive departments and independent establishments for use in the District of Columbia or in the field, except as hereinafter provided, shall be made from the surplus machines in the stock of the General Supply Committee. The War Department shall furnish the General Supply Committee, immediately upon the approval of this Act, a complete inventory of the various makes, models, and classes of [illegible] machines as part payment thereon at the exchange prices quoted in the current general schedule of supplies. (page 4, 5)

REGULATION OF [illegible] AND SALE OF BIOLOGIC

Providing a penalty: To regulate the propagation and sale of [illegible], and for the preparation of curative and therapeutic biologic products, including personal services of reserve commissioned officers and other [illegible]. (page 43)

ACT MAKING APPROPRIATIONS FOR THE DEPARTMENTS OF COMMERCE AND LABOR FOR THE FISCAL YEAR ENDING JUNE 30, 1924, AND FOR OTHER PURPOSES, APPROVED JANUARY 5, 1923 (Public No. 380).

No part of any money appropriated by this or any other Act
shall be used during the fiscal year 1938 for the purchase of any
standard typewriting machine, except bookkeeping and billing ma-
chines, at a price in excess of the following for models with car-
riages which will accommodate paper of the following widths, to wit:
Ten inches (correspondence models), $70; twelve inches, $75; four-
teen inches, [illegible]

a complete inventory of the various makes, models, and classes of
typewriters in its possession, the condition of each machine, and
the point of storage, and shall turn over to the General Supply Com-
mittee is unable to furnish serviceable machines to any such
Supply Committee shall dispose of the machines to any such
the service of the Government requiring them as part payment for new

and for the preparation of curative and diagnostic biologic products,
including personal services of reserve commissioned officers and other
personnel, $41,000. (page 16)

TESTING SUPPLIES AND MATERIALS FOR GOVERNMENT.

For testing miscellaneous materials, such as varnish materials, soap materials, inks, and chemicals, including supplies for the Government departments and independent establishments, including personal services in the District of Columbia and in the field, as authorized by law, $40,000. (page 9)

DEVELOPMENT OF COLOR STANDARDS.

To develop color standards and methods of manufacture and of color measurement, with special reference to their industrial use in standardization and specification of colorants such as dyestuffs, inks, and pigments, and other products, paint, paper, and textiles, in which color is a pertinent property, including personal services in the District of Columbia and in the field, $10,000. (page 9)

DEVELOPMENT OF STANDARDS OF TEXTILES, PAPER, LEATHER AND RUBBER.

To investigate textiles, paper, leather, and rubber in order to develop standards of quality and methods of measurement, including personal services in the District of Columbia and in the field, $25,000. (page 10)

STANDARDIZATION AND DESIGN OF SUGAR-TESTING APPARATUS AND DEVELOPMENT OF TECHNICAL SPECIFICATIONS FOR VARIOUS GRADES OF SUGAR.

For the standardization and design of sugar-testing apparatus; the development of technical specifications for the various grades of sugars, with particular reference to urgent problems made pressing by conditions following the war, especially involving the standardization and manufacture of sugars; for the study of the technical problems incidental to the collection of the revenue on sugar and to determine the fundamental scientific constants of sugars and other substances; for the standardization and production of rare and unusual types of sugars required for the medical service of the Government departments; and for other technical and scientific purposes, including personal services in the District of Columbia and in the field, $40,000. (page 10)

TRANSFER OF FUNDS TO BUREAU OF STANDARDS.

During the fiscal year 1924 the head of any department or independent establishment of the Government having funds available for scientific investigations and requiring cooperative work by the Bureau of Standards on scientific investigations within the scope of the functions of that bureau, and which the Bureau of Standards is unable to perform within the limits of its appropriations, may, with the approval

of the Secretary of Commerce, transfer to the Bureau of Standards such sums as may be necessary to carry on such investigations. The Secretary of the Treasury shall transfer on the books of the Treasury Department any sums which may be authorized hereunder, and such amounts shall be placed to the credit of the Bureau of Standards for the performance of work for the department or establishment from which the transfer is made. (page 11)

INQUIRY RESPECTING FOOD FISHES.

For inquiry into the causes of the decrease of food fishes in the waters of the United States, and for investigation and experiments in respect to the aquatic animals, plants and waters, in the interests of fish culture and the fishery industries, including expenses of travel and preparation of reports, $40,000. (page 17)

ACT MAKING APPROPRIATIONS TO SUPPLY DEFICIENCIES IN CERTAIN APPROPRIATIONS FOR THE FISCAL YEAR ENDING JUNE 30, 1923, AND PRIOR FISCAL YEARS, TO PROVIDE SUPPLEMENTAL APPROPRIATIONS FOR THE FISCAL YEAR ENDING JUNE 30, 1923, AND FOR OTHER PURPOSES, APPROVED JANUARY 22, 1923 (Public No. 385).

APPROPRIATION FOR MOTOR BOAT FOR FOREST SERVICE.

To enable the Secretary of Agriculture to purchase a motor boat in the administration of the Alaskan forests to replace boat sunk by striking rocks in Sumner Strait, $8,500. (page 3)

EXTENDING THE AVAILABILITY OF APPROPRIATION FOR INSECT INFESTATIONS.

The appropriation of $150,000 provided by the "First Deficiency Appropriation Act, fiscal year 1922," approved December 15, 1921, for the prevention of loss of timber from insect infestation on public lands in Oregon and California shall remain available for the purposes authorized by such Act until December 31, 1923. (page 3)

ADDITIONAL APPROPRIATION FOR ERADICATION OF PINK BOLL WORM.

For an additional amount to enable the Secretary of Agriculture to meet the emergency caused by the existence of the pink bollworm of cotton in Mexico; to prevent the movement of cotton and cotton seed from Mexico into the United States, including the regulation of entry into the United States of railway cars and other vehicles, and freight, express, baggage, or other materials from Mexico, and the inspection, cleaning, and disinfection thereof, $75,000, including the payment of rent outside the District of Columbia and the employment of persons and means in the City of Washington and elsewhere; any moneys received in payment of charges fixed by the Secretary of Agriculture on account of such cleaning and disinfection at plants constructed therefor out of any appropriation made on account of the pink bollworm of cotton to be covered into the Treasury as miscellaneous receipts. (page 3)

For inquiry into the causes of the decrease of food fishes in the waters of the United States, and for investigation and experiments in regard to the aquatic animals, plants and waters, in the interests of fisheries and the fishery industries, including by expenses of travel [illegible] preservation of resources, $40,000. (page 17)

[illegible] DEFICIENCIES IN GENERAL APPROPRIATIONS
[illegible] JUNE 30, 1923, AND PRIOR FISCAL YEARS, TO PROVIDE [illegible]
[illegible] , APPROVED JANUARY 26, 1923 (Public No. 389).

APPROPRIATION FOR MOTOR BOAT FOR FOREST SERVICE.

To enable the Secretary of Agriculture to purchase a motor boat in the small intrastion of the Klamath forests to replace boat sunk by striking rocks in Rogue River, $5,000. (page 3)

EXTENDING THE AVAILABILITY OF APPROPRIATION FOR
[illegible] IMPROVEMENTS.

The appropriation of $150,000 provided by the "First Deficiency [illegible]
[illegible]
[illegible]
ised by such Act until December 31, 1922. (page 3)

ADDITIONAL APPROPRIATION FOR ERADICATION OF PINK
[illegible] WORM.

For an additional amount to enable the Secretary of Agriculture to meet the emergency caused by the existence of the pink bollworm of cotton in Mexico; to prevent the movement of cotton and cotton seed from Mexico into the United States, including the regulation of entry into the United States of railway cars and other vehicles, and freight, express, baggage, or other matter in transportation, and the inspection, cleaning, and disinfection thereof, $75,000, including the payment of rent outside the District of Columbia and the employment of persons and means in the City of Washington and elsewhere; any moneys received in payment of claims or otherwise for expenditures heretofore made for the purposes for which fixed by the Secretary of Agriculture on account of such eradication and prevention of pink bollworm of cotton to be covered into the Treasury as receipts. (page 3)

ADDITIONAL APPROPRIATION FOR COOPERATIVE CONSTRUCTION OF RURAL POST ROADS.

For carrying out the provisions of the Act entitled "An Act to provide that the United States shall aid the States in the construction of rural post roads, and for other purposes," approved July 11, 1916, and all Acts amendatory thereof and supplementary thereto, to be expended in accordance with the provisions of such Act as amended, $25,000,000, to remain available until expended, being part of the sum of $50,000,000 authorized to be appropriated for the fiscal year ending June 30, 1923, by paragraph 1 of section 4 of the Act making appropriations for the Post Office Department for the fiscal year 1923, approved June 19, 1922: Provided, That the Secretary of Agriculture shall act upon projects submitted to him under his apportionment of such authorization of $50,000,000, and his approval of any such project within three years shall be deemed a contractual obligation of the Federal Government for the payment of its proportional contribution thereto: Provided further, That the appropriations heretofore and hereafter made for the purpose of carrying out the provisions of such Act of July 11, 1916, and the Acts amendatory thereof and supplemental thereto shall be considered available for the purpose of discharging the obligations created by the approval of projects. (pages 3, 4)

INTERNATIONAL SEISMOLOGICAL ASSOCIATION.

For defraying the necessary expenses in fulfilling the obligations of the United States as a member of the International Seismological Association for the year March 31, 1915, to March 31, 1916, fiscal years 1915 and 1916, $360. (page 8)

ACT MAKING APPROPRIATIONS FOR THE DEPARTMENT OF INTERIOR FOR THE FISCAL YEAR ENDING JUNE 30, 1924, AND FOR OTHER PURPOSES, APPROVED JANUARY 24, 1923 (Public No. 395).

PROTECTION OF GAME IN ALASKA.

For carrying into effect the Act entitled "An Act for the protection of game in Alaska, and for other purposes, " approved May 11, 1908, including salaries, traveling expenses of game wardens, and all other necessary expenses, $20,000, to be expended under the direction of the governor of Alaska. (Page 4)

RESTORATION OF LANDS IN FOREST RESERVES.

To enable the Secretary of the Interior to advertise the restoration to the public domain of lands in forest reserves or of lands temporarily withdrawn for forest reserve purposes, $3,000. (page 7)

1924, and all Acts amending it, agreed and proclaiming thereby, to be operated in accordance with the provisions of said Act as amended, $25,000,000, to remain available until expended, being part of the

and, Item 2a, Item, in accordance with paragraph 1 of section 4 of the Act making appropriations for the Naval Operating Expenses for the Fiscal Year 1923,

upon requisition submitted to him under the apportionment of such authorization of $25,000,000, and the approval of any such requisition by the Secretary of the Navy shall be deemed sufficient warrant for the proper officials of the Treasury to make payments in accordance therewith. (Approved, March 4, 1923.)

For defraying the necessary expenses in fiscal, the obligations of the United States as a member of the International Commission for the Navigation of the Air, to be paid out of the appropriation for the year ending June 30, 1924, to remain available until expended. (page 5)

For carrying into effect the Act entitled "An Act to provide for the protection of game in Alaska, and for other purposes," approved May 25, 1924, and all Acts amending it, including expenses of the Alaska Game Commission, to be expended under the direction of the Secretary of Agriculture. (Page 5)

For the Secretary to determine the location, [illegible] of the Fiscal Year

SUPPRESSING CONTACIOUS DISEASES AMONG LIVE STOCK OF INDIANS.

For reimbursing Indians for live stock which may be hereafter destroyed on account of being infected with dourine or other contagious diseases, and for expenses in connection with the work of eradicating and preventing such diseases, to be expended under such rules and regulations as the Secretary of the Interior may prescribe, $12,000. (page 14)

PAYMENT OF ACCOUNTS OF GOVERNMENT FUEL YARD.

Hereafter the various branches of the Federal service and the municipal government in the District of Columbia shall make payment of accounts rendered against them by the Government fuel yard for fuel furnished them by depositing the proper amount directly to the credit of the Treasurer of the United States for the credit of the appropriation "Maintenance and operation, United States Government fuel yard," and duplicate certificates of deposits issued therefor shall be promptly forwarded by the depositors to the Government fuel yard. (page 42)

TRANSFER OF FUND TO BUREAU OF MINES.

During the fiscal year 1924 the head of any department or independent establishment of the Government having funds available for scientific investigations and requiring cooperative work by the Bureau of Mines on scientific investigations within the scope of the functions of that bureau and which it is unable to perform within the limits of its appropriations may, with the approval of the Secretary of the Interior, transfer to the Bureau of Mines such sums as may be necessary to carry on such investigations. The Secretary of the Treasury shall transfer on the books of the Treasury Department any sums which may be authorized hereunder, and such amounts shall be placed to the credit of the Bureau of Mines for the performance of work for the department or establishment from which the transfer is made. (page 42, 43)

ACT MAKING APPROPRIATIONS FOR THE EXECUTIVE OFFICE AND SUNDRY INDEPENDENT EXECUTIVE BUREAUS, BOARDS, COMMISSIONS, AND OFFICES, FOR THE FISCAL YEAR ENDING JUNE 30, 1924, AND FOR OTHER PURPOSES, APPROVED FEBRUARY 13, 1923 (Public No. 409).

DETAILS TO CIVIL SERVICE COMMISSION.

Except for one person detailed for part-time duty in the district office at New York City, no details from any executive department or independent establishment in the District of Columbia or elsewhere to the commission's central office in Washington or to any of its district offices shall be made during the fiscal year ending June 30, 1924; but this shall not affect the making of details for service as members of boards of examiners outside the immediate offices of the district secretaries. ***** (page 3)

For reference: Indians for five years which may be hereafter destroyed on account of being infected with tuberculosis or other contagious diseases, and for clothing in connection with the work of [illegible] and preventing such diseases, to be expended under such [illegible] as the Secretary of the Interior may prescribe, [illegible]

[illegible]

Hereafter the various bureaus of the Federal service and the [illegible] of the District of Columbia shall make payment to account a tendered appropriation by the Government fiscal year for fiscal furnished them by depositing the proper amount directly to the credit of the Treasurer of the United States for the credit of the [illegible] fiscal year," and duplicate certificates of deposits issued therefor shall be promptly forwarded by the depositors to the Government fiscal [illegible]. (Page 45)

TRANSFER OF FUND TO BUREAU OF MINES.

During the fiscal year 1924 the head of any department or independent establishment of the Government having funds available for scientific investigations and requiring cooperative work by the Bureau of Mines [illegible] may certify the cause of the transaction [illegible], whereupon the Secretary of the Treasury shall [illegible] on the books of the Treasury and thereupon such amount shall be placed to the credit of the Bureau of Mines for such work [illegible] for the department [illegible] from which the transfer is made. (Page 45, 46)

[illegible]

[illegible]
[illegible]

DRAWING TO OTHER SERVICE COMMISSION.

Except for [illegible] persons actually [illegible] for part-time duty in the district [illegible], [illegible] executive department or [illegible] employed in the District of Columbia or elsewhere to the [illegible] the fiscal year ending June 30, 1924; but this shall [illegible] of details for service as members of boards of

INTERNATIONAL EXCHANGES.

For the system of international exchanges between the United States and foreign countries, under the direction of the Smithsonian Institution, including necessary employees and purchase of necessary books and periodicals, $43,000. (page 10)

INTERNATIONAL CATALOGUE OF SCIENTIFIC LITERATURE.

For the cooperation of the United States in the work of the International Catalogue of Scientific Literature, including the preparation of a classified index catalogue of American scientific publications for incorporation in the International Catalogue, clerk hire, purchase of necessary books and periodicals, and other necessary incidental expenses, $7,500. (page 10)

ACT PROVIDING FOR THE ACQUIREMENT BY THE UNITED STATES OF PRIVATELY OWNED LANDS SITUATED WITHIN CERTAIN TOWNSHIPS IN THE LINCOLN NATIONAL FOREST, IN THE STATE OF NEW MEXICO, BY EXCHANGING THEREFOR LANDS ON THE PUBLIC DOMAIN ALSO WITHIN SUCH STATE, APPROVED FEBRUARY 14, 1923, (Public No. 411).

That whenever the owner or owners of any privately owned lands, situated within township eighteen south, range eleven east, or townships fifteen, sixteen, seventeen, eighteen, and nineteen south, range twelve east, New Mexico principal meridian, within the county of Otero and State of New Mexico, and within the present boundaries of the Lincoln National Forest, shall submit to the Secretary of Agriculture a proposal for the exchange of said lands for lands upon the public domain situated in the county of Otero and State of New Mexico, and such Secretary shall be of opinion that the acquirement of the same by the United States for national forest purposes would be beneficial thereto, he is hereby authorized and empowered to transmit to the Secretary of the Interior such offer so made to him, together with such recommendations as he may see proper to make in connection therewith, together with a description of the property included in such offer and an estimate of the commercial or other value thereof, intrinsically or otherwise; and if he shall recommend the acquirement of the same by the United States under the provisions hereof, then, and in such event, the Secretary of the Interior shall be, and hereby is, authorized and empowered in his discretion to enter into and conclude negotiations with such owner or owners thereof and in exchange for such designated privately owned lands, and upon conveyance by the owner or owners thereof to the United States by a good and sufficient deed, to cause to be patented to such owner or owners such acreage of nonmineral, nonirrigable grazing lands not suitable for agricultural purposes except for raising grass, situated within the said county of Otero, State of New Mexico, of equal total value, as near as he may be able to determine, to the lands so conveyed to the United States.

SEC. 2. That any lands, conveyed to the United States under the provisions of this Act shall, upon acceptance of the conveyance thereof, become and be a part of such Lincoln National Forest.

That whenever the owner or owners of any privately owned lands,

SEC. 3. That before any exchange of lands as above provided is effected, notice of such exchange proposal, describing the lands involved therein, shall be published once each week for four consecutive weeks in some newspaper of general circulation in the county in which such lands so to be conveyed to the United States are situated.

ACT MAKING APPROPRIATIONS FOR THE LEGISLATIVE BRANCH OF THE GOVERNMENT FOR THE FISCAL YEAR ENDING JUNE 30, 1924, AND FOR OTHER PURPOSES, APPROVED FEBRUARY 20, 1923, (Public No. 431).

PAYMENT FOR PRINTING.

During the fiscal year 1924 any executive department or independent establishment of the Government ordering printing and binding from the Government Printing Office shall pay promptly by check to the Public Printer upon his written request, either in advance or upon completion of the work, all or part of the estimated or actual cost thereof, as the case may be, and bills rendered by the Public Printer in accordance herewith shall not be subject to audit or certification in advance of payment: Provided, That proper adjustments on the basis of the actual cost of delivered work paid for in advance shall be made monthly or quarterly and as may be agreed upon by the Public Printer and the department or establishment concerned. All sums paid to the Public Printer for work that he is authorized by law to do shall be deposited to the credit, on the books of the Treasury Department, of the appropriation made for the working capital of the Government Printing Office, for the year in which the work is done, and be subject to requisition by the Public Printer. (page 17)

ESTIMATES FOR PRINTING AND BINDING.

All amounts in the Budget for the fiscal year 1925 for printing and binding for any department or establishment, so far as the Bureau of the Budget may deem practicable, shall be incorporated in a single item for printing and binding for such department or establishment and be eliminated as a part of any estimate for any other purpose. And if any amounts for printing and binding are included as a part of any estimates for any other purposes, such amounts shall be set forth in detail in a note immediately following the general estimate for printing and binding: Provided, That the foregoing requirement shall not apply to work to be executed at the Bureau of Engraving and Printing. (page 17)

DISCONTINUANCE OF PRINTING OF ANNUAL REPORTS.

In order to keep the expenditures for printing and binding for the fiscal year 1924 within or under the appropriations for such fiscal year, the heads of the various executive departments and independent establishments are authorized to discontinue the printing of annual

or special reports under their respective jurisdictions: Provided, That where the printing of such reports is discontinued, the original copy thereof shall be kept on file in the offices of the heads of the respective departments or independent establishments for public inspection. (page 18)

ACT TO AMEND SECTIONS 2, 5, 11, 12, 15, 19, 29, and 30 OF THE UNITED STATES WAREHOUSE ACT, APPROVED AUGUST 11, 1916, APPROVED FEBRUARY 23, 1923 (Public No. 436).

This act amends the United States Warehouse Act of August 11, 1916, in the following respects:

Removes the limitation imposed by Section 2 with regard to products which can be stored in a licensed warehouse. Heretofore warehouses could be licensed only for the storage of cotton, wool, tobacco, and grain. Under the amendment the Secretary may license warehouses for the storage of such agricultural products as he may deem proper.

Removes the one year limitation on a license heretofore imposed by Section 5. Under the amendment the life of a license may be indefinite instead of for only one year.

While the amendment to section 6 inserts the words "and may in the discretion of the Secretary of Agriculture include the requirements of fire insurance", ~~as~~ the second sentence of the section, it does not change the effect of the Act as the requirement is discretionary with the Secretary.

The amendment to section 11 provides for the licensing of persons to inspect and sample products. Heretofore persons were licensed only to classify and weigh products stored in licensed warehouses.

Section 15 of the Act is amended by striking out the words "grain, flaxseed or" and "other" at the beginning of the Section. Heretofore there was a tendency to construe the wording of the section to mean that grain under all conditions of storage was a fungible product, when as a matter of fact it may be and is at times non-fungible. The amendment will overcome this difficulty.

Section 18 of the Act is amended by adding the following proviso: "Provided, however, the Secretary of Agriculture may in his discretion require that such receipt have plainly and conspicuously embodied in its written or printed terms a provision that such receipt is not negotiable." This amendment really adds nothing to the Act as it heretofore existed, since it leaves it discretionary with the Secretary of Agriculture to require the issuance of non-negotiable receipts when the grade is omitted therefrom.

The amendment to Section 30 enlarges very materially the scope of offenses punishable under the Act and also increases the severity of the penalties which may be imposed for violations of the Act. It also provides for punishing anyone who shall draw a false sample or who shall wilfully mutilate and falsely represent a sample drawn under the Act, or who shall classify, grade or weigh fraudulently any agricultural products covered by the Act.

Insert X = 1 11

AN ACT FOR THE RELIEF OF CERTAIN HOMESTEAD ENTRYMEN, APPROVED MARCH 4, 1923 (Public No. 496).

That any homestead entryman of one hundred and sixty acres or less of lands which have been or may hereafter be designated or classified by the Secretary of the Interior as subject to entry under the provisions of the Enlarged Homestead Act of February 19, 1909, or June 17, 1910, who has not submitted final proof upon his existing entry, and any homestead entryman who has submitted final proof, or received patent, for such an amount of lands which have been or may hereafter be designated or classified by the Secretary of the Interior as of the character described in said Act, and who owns and resides upon the said homestead entry, where said lands are within a national forest, may make an additional entry for and obtain patent to such an amount of land, of that same character, not in a national forest, and within a radius of twenty miles from said homestead entry, as, when the area thereof is added to the area of the original entry, will not exceed three hundred and twenty acres, and residence upon the original entry shall be credited on both entries; but cultivation must be made on the additional entry as required by said Act. For the purposes of this Act the Secretary of the Interior is authorized to designate as subject to the Enlarged Homestead Acts lands embraced, at the time of such designation, within valid subsisting entries within national forests.

SEC. 2. That any homestead entryman of one hundred and sixty acres or less of lands which have been or may hereafter be designated or classified by the Secretary of the Interior as subject to entry under the provisions of the Stock Raising Homestead Act of December 29, 1916, who has not submitted final proof upon his existing entry, and also any homestead entryman who has submitted final proof or received patent, for such an amount of lands that are of the character described as subject to entry under the provisions of the said Stock Raising Homestead Act, and who owns and resides upon the said homestead entry, where said lands are within a national forest, may make an additional entry for and obtain patent to such an amount of land of that same character, not in a national forest and within a radius of twenty miles from said homestead entry, as, when the area thereof is added to the area of the original entry, will not exceed six hundred and forty acres, and residence upon the original entry shall be credited on both entries; but improvements must be made on the additional entry equal to $1.25 for each acre thereof. For the purposes of this Act the Secretary of the Interior is authorized to designate under the Stock Raising Homestead Act lands embraced, at the time of such designation, within valid subsisting entries within national forests.

ACT EXTENDING THE TIME FOR PAYMENT OF CHARGES DUE ON RECLAMATION PROJECTS, AND FOR OTHER PURPOSES, APPROVED FEBRUARY 28, 1923 (Public No. 454).

This Act amends the Act of March 31, 1922, which provided for an extension for one year of the time within which water users on Federal reclamation projects should pay charges due the Government, by authorizing the Secretary of the Interior to make the extension for two years, instead of one, dating from M December 31, 1922. In lieu of the penalties which otherwise would have been exacted for nonpayment of the Federal assessments, ~~anxiaxxxxxixxhaxgaxxf~~ the Act provides for an interest charge of 6 per cent during the period of extension of payments.

Sections 12, 19, and 29 are amended to make them harmonize with the amendments to Sections 2 and 11.

ACT DEFINING THE CROP FAILURE IN THE PRODUCTION OF WHEAT, RYE, OR OATS BY THOSE WHO BORROWED MONEY FROM THE GOVERNMENT OF THE UNITED STATES IN THE YEARS 1918 AND 1919 FOR THE PURCHASE OF WHEAT, RYE, OR OATS FOR SEED, AND FOR OTHER PURPOSES, APPROVED FEBRUARY 26, 1923 (Public No. 447).

That a yield of five bushels or less per acre of wheat, rye, or oats on lands owned by those in the drought-stricken regions who borrowed money from the Government of the United States in the years 1918 and 1919 for the purchase of wheat, rye, or oats for seed be, and the same is hereby, declared to be a failure, and the borrower whose yield was five bushels or less per acre be, and he is hereby, released from repayment of the amount borrowed by him from the Government: Provided, That nothing herein shall release the borrower who signed a guaranty-fund agreement and whose crop was not a failure from making the contribution provided for in such agreement, but said guaranty-fund shall be used as stipulated in the agreement to the settlement of the loans to those whose crop was a failure: Provided further, That any such borrower whose crop was a failure, as herein defined, and who made payment on his loan prior to May 31, 1920, shall be fully reimbursed from such guaranty fund.

ACT ESTABLISHING STANDARD GRADES OF NAVAL STORES, PREVENTING DECEPTION IN TRANSACTIONS IN NAVAL STORES, REGULATING TRAFFIC THEREIN, AND FOR OTHER PURPOSES, APPROVED MARCH 3, 1923 (Public No. 478).

This Act, to be designated and known as the Naval Stores Act, authorizes the Secretary of Agriculture to establish and promulgate standards for naval stores; authorizes the Secretary to provide interested persons with duplicates of the official naval stores standards upon tender of satisfactory security for the return thereof; provides punishment for violation of the provisions of the Act, and authorizes the Secretary to purchase in the open market samples of spirits of turpentine or anything offered for sale as such for the purpose of detecting any violation of the Act.

Section 8 authorizes an appropriation for carrying into effect the provisions of the Act which becomes effective ninety days after its approval.

Insert X

ACT TO PROVIDE ADDITIONAL CREDIT FACILITIES FOR THE AGRICULTURAL AND LIVESTOCK INDUSTRIES OF THE UNITED STATES: TO AMEND THE FEDERAL FARM LOAN ACT: TO AMEND THE FEDERAL RESERVE ACT: AND FOR OTHER PURPOSES, APPROVED March 4, 1922 (Public No. 503).

The Act, known as the "Agricultural credits Act of 1923", amends the Federal Farm Loan Act of July 17, 1916, as amended, and the Federal Reserve Act of December 23, 1913, as amended.

The important provisions of this legislation may be briefly summarized as follows:

A Federal intermediate credit bank is to be established in each of the 12 Federal land-bank districts. This bank is to be located in the same city in which the Federal land bank of the district is situated, and the officers and directors of the latter bank will be ex officio officers and directors of the new bank. Each Federal intermediate credit bank will have a capital of not to exceed $5,000,000, which will be subscribed by the Federal Treasury. To provide additional capital collateral trust debentures may be issued in an amount not to exceed ten times the capital and surplus of the bank.

To Furnish Discount Facilities.

The purpose of these banks is to furnish discount facilities to banks and other financial institutions and to farmers' cooperative-marketing associations for terms of not less than six months nor more than three years. Advances may also be made direct to cooperative associations under specified conditions. The interest on discounts and advances charged by Federal intermediate credit banks may not exceed by more than 1 per cent the interest paid on debentures issued and paper discounted must not involve an interest rate to the borrower more than 1½ per cent in excess of the discount rate.

The law also authorizes the organization under Federal charter of national agricultural-credit corporations, which may make loans and discounts for agricultural purposes, including the breeding and fattening of live stock. These corporations will operate under the supervision of the Comptroller of the Currency, and, like the Federal intermediate credit banks, are authorized to issue collateral trust debentures up to ten times their capital and surplus. Such corporations, it is assumed, will be more generally organized in parts of the country where at the present time cattle loan companies are in operation. Existing companies of this kind may reincorporate under the new act.

The act also provides for the establishment of the so-called permanent organization of the 12 Federal land banks. Three out of seven directors are to be elected by the borrowers and stockholders of each land bank and three are to be appointed by the Federal Farm Loan Board. A seventh member, who will be president of the board of directors, will be appointed by the Federal Farm Loan Board from among three persons who have received the highest nomination vote for this position by the stockholders.

The maximum loan to individual borrowers is increased from $10,000 to $25,000 and the purpose for which mortgage loans can be made are broadened to include the repayment of any existing indebtedness.

Federal Reserve Act Amended.

The Federal reserve act is amended by liberalizing the definition of paper drawn for an "agricultural purpose," making such purpose embrace the grading and processing of agricultural products by cooperative marketing associations. Furthermore, the maximum term of discount on paper drawn for an agricultural purpose is increased from six months to nine months.

To encourage State banks more generally to become members of the Federal reserve system and thus make its facilities more directly available to agricultural districts, the capital requirements of State banks who wish to become members is temporarily reduced. A State bank may under certain conditions be admitted, providing its capital is equal to 60 per cent of that required from national banks similarly situated.

The active life of the War Finance Corporation is extended up to February 29, 1924, and the act finally provides for the appointment of a joint committee of Congress to inquire into the problem of encouraging State banks to avail themselves of membership in the Federal reserve system.

ACT TO PROHIBIT THE SHIPMENT OF FILLED MILK IN INTERSTATE OR FOREIGN COMMERCE, APPROVED MARCH 4, 1923 (Public No. 513).

The Act defines "filled milk" as any milk, cream, or skimmed milk, whether or not condensed, evaporated, concentrated, powdered, dried, or desiccated, to which has been added, or which has been blended or compounded with any fat or oil other than milk fat, so that the resulting product imitates or resembles milk, cream, or skimmed milk. It provides, however, that "filled milk" shall not include any proprietary food compound not readily mistaken in taste for milk or cream, if such compound is (a) prepared and designed for feeding infants and young children and customarily used on the order of a physician; (b) packed in individual cans containing not more than sixteen and one-half ounces and bearing a label in bold type that the content is to be used only for said purpose; (c) shipped in interstate or foreign commerce exclusively to physicians, wholesale and retail druggists, orphan asylums, child-welfare associations, hospitals, and similar institutions and generally disposed of by them.

Filled milk as defined by the Act is declared to be an adulterated article of food, injurious to the public health and its sale is declared to constitute a fraud upon the public, and its manufacture in any Territory, possession or within the District of Columbia, or shipment in interstate commerce is made unlawful. Violation of any provision of the Act is punishable by a fine of not more than $1,000 or imprisonment of not more than one year, or both.

ACT TO PROVIDE FOR THE CLASSIFICATION OF CIVILIAN POSITIONS WITHIN THE DISTRICT OF COLUMBIA AND IN THE FIELD SERVICES, APPROVED MARCH 4, 1923 (Public No. 516).

This Act, ~~is~~ to be known as "T he Classification Act of 1923", ~~and~~ provides for the classification of all civilian positions in the various departments and in the Government of the District of Columbia in the District of Columbia and in the field service.

ACT TO DEFINE BUTTER AND TO PROVIDE A STANDARD THEREFOR, APPROVED MARCH 4, 1923 (Public No. 519).

That for the purposes of the Food and Drugs Act of June 30, 1906 (Thirty-fourth Statutes at Large, page 768), "butter" shall be understood to mean the food product usually known as butter, and which is made exclusively from milk or cream, or both, with or without common salt, and with or without additional coloring matter, and containing not less than 80 per centum by weight of milk fat, all tolerances having been allowed for.

ACT TO PRESERVE THE STATUS OF PERSONS AWARDED COMPENSATION UNDER THE ACT APPROVED September 17, 1916, APPROVED MARCH 4, 1923 (Public No. 537).

That in the administration of the Act approved September 7, 1916,

ACT TO PROHIBIT THE SHIPMENT OF VILSON-TEX IN INTERSTATE OR FOREIGN COMMERCE, APPROVED MARCH 4, 1924 (Public No. 527).

...rized, or designated, to which have been added, or which have been blended or compounded with any fat or oil other than milk fat, so that the resulting product imitates or resembles milk, cream, or skimmed milk. It provides, however, that "filled milk" shall not include any proprietary...

...each compound is (a) prepared and designed for feeding infants and young children and customarily used on the order of a physician; (b) sealed in individual cans containing not more than one-half ounces and bearing a label in bold type that the content is to be used only for said purposes; (c) shipped in interstate or foreign commerce exclusively to physicians, wholesale and retail druggists, orphan asylums, child-welfare associations, hospitals, and similar institutions and...

...ertain of food, injurious to the public health and its sale in contravention of the to contribute a fund upon the public, and its manufacture in any Territory, possession or within the District of Columbia, or shipment in interstate commerce is made unlawful. Violation of any provision of the Act is punishable by a fine of not more than $1,000 or imprisonment of not more than one year, or both.

ACT TO PROVIDE FOR THE CLASSIFICATION OF CERTAIN CONDITIONS KNOWN AS...

(Public No. 345).

This Act is to be known as "The Classification Act of 1923" and provides for the classification of all civilian positions in the various departments and in the Government of the District of Columbia in the

ACT TO PROVIDE SUITABLE ACT TO PROVIDE A STANDARD TIMEPIECE, APPROVED MARCH 4, 1923 (Public No. 520).

That for the purposes of the Food and Drugs Act of June 30, 1906 ...

...exclusively from milk of cream, or both, with or without common salt, ... than 80 per centum by weight of milk fat, all tolerances having been

ACT TO PROHIBIT THE SHIPMENT OF FRAUDULENTLY ADULTERATED CONFECTIONERY UNDER THE ACT ... APPROVED MARCH 4, 1923 (Public No. 517).

That in the administration of the Act approved September 7, 1916,

(A) The Act directs the Secretary of Agriculture to classify samples or cotton submitted for the purpose and makes the final certificate of the Secretary prima facie evidence of the true classification of the cotton in United States Courts. It provides for the licensing of classers and authorizes the promulgation of regulations for the purpose of putting into effect the administrative features of the Act.

The Act defines "filled milk" as any milk, cream, or skimmed milk, whether or not condensed, evaporated, concentrated, powdered, [illegible]

It provides, however, that "filled milk" shall not include any proprietary medicine and confectionery used on the order of a physician; (b) canned in individual cans containing not more than sixteen and one-half ounces and bearing a label in bold type that the contents is to be used only for said purpose; (c) shipped in interstate or foreign commerce exclusively to physicians, wholesale and retail druggists, common carriers, milk-warfare associations, hospitals, and similar institutions and

Filled milk as defined by the Act is declared to be an adulterated article of food, injurious to the public health and its sale is declared to constitute a fraud upon the public, and its manufacture in any Territory, possession or within the District of Columbia, or shipment in [illegible]

Act is punishable by a fine of not more than [illegible]

[illegible] or Columbia in the

[illegible] PROVIDE A STANDARD FOR [illegible], APPROVED MARCH

That for the purposes of the Food and Drugs Act of June 30, 1906 [illegible]

to mean the food product usually known as butter, and which is made exclusively from milk or cream, or both, with or without common salt, [illegible]

than 80 per centum by weight of milk fat, all coloring has having been

ACT TO PROVIDE FOR THE STANDARD OF PURCHASE AMENDING CONSTRUCTION UNDER THE ACT [illegible]

That in the administration of the Act approved September 7, 1916,

entitled "An Act to provide compensation for employees of the United States suffering injuries while in the performance of their duties, and for other purposes, " persons now receiving compensation upon an award made by the Compensation Commission shall, until March 1, 1924, be entitled to receive the amount awarded, unless the award so made shall by the commission be set aside.

ACT TO ESTABLISH AND PROMOTE THE USE OF THE OFFICIAL COTTON STANDARDS OF THE UNITED STATES IN INTERSTATE AND FOREIGN COMMERCE; TO PREVENT DECEPTION THEREIN AND PROVIDE FOR THE PROPER APPLICATION OF SUCH STANDARDS; AND FOR OTHER PURPOSES, APPROVED MARCH 4, 1923 (Public No. 539).

This Act known as the United States Cotton Standards Act becomes effective August 1, 1923, and provides that the official cotton standards established effective August 1, 1923, under the United States Cotton Futures Act shall be the official cotton standards for the purpose of this Act until changed or replaced. The Act provides that it shall be unlawful (a) in or in connection with any transaction or shipment in commerce made after the Act becomes effective, or (b) in any publication of a price or quotation determined in or in connection with any transaction or shipment in commerce after the Act becomes effective, or (c) in any classification for the purposes of or in connection with a transaction or shipment in commerce after the Act becomes effective, for any person to indicate for any cotton a grade or other class which is of or within the official cotton standards of the United States then in effect by a name, description, or designation not used in said standards. Violation of the provisions of the Act is punishable by a fine of not exceeding $1,000 or imprisonment not exceeding six months, or both. ~~Section 12 of the Act authorizes an appropriation for carrying out its provisions.~~

ACT MAKING APPROPRIATIONS TO SUPPLY DEFICIENCIES IN CERTAIN APPROPRIATIONS FOR THE FISCAL YEAR ENDING JUNE 30, 1923, AND PRIOR FISCAL YEARS, TO PROVIDE SUPPLEMENTAL APPROPRIATIONS FOR THE FISCAL YEAR ENDING JUNE 30, 1924, AND FOR OTHER PURPOSES, APPROVED MARCH 4, 1923 (Public No. 543).

ADDITIONAL APPROPRIATION FOR WHITE PINE BLISTER RUST.

FOR applying such methods of eradication or control of the white pine blister rust as in the judgment of the Secretary of Agriculture may be necessary, including the payment of such expenses and the employment of such persons and means in the city of Washington and elsewhere, in cooperation with such authorities of the States concerned, organizations, or individuals as he may deem necessary to accomplish such purposes, and in the discretion of the Secretary of Agriculture no expenditure shall be made for these purposes until a sum or sums at least equal to such expenditures shall have been appropriated, subscribed, or contributed by States, county, or local authorities, or by individuals or organizations

for the accomplishment of such purposes, fiscal year 1923, $30,000: Provided, That no part of this appropriation shall be used to pay the cost or value of trees or other property injured or destroyed. (page 9)

ADDITIONAL APPROPRIATION FOR FIGHTING AND PREVENTING FOREST FIRES.

For fighting and preventing forest fires, fiscal year 1923, $375,000. (page 9)

ADDITIONAL APPROPRIATION FOR PROTECTION OF OREGON AND CALIFORNIA RAILROAD LANDS.

To enable the Secretary of Agriculture to establish and maintain a patrol to prevent trespass and to guard against and check fires upon the land revested in the United States by the Act approved June 9, 1916, and the lands known as the Coos Bay Wagon road lands involved in the case of Southern Oregon Company against United States (Number 2711) in the Circuit Court of Appeals of the Ninth Circuit, fiscal year 1923, $16,480. (page 9)

COLLECTION OF SEED GRAIN LOANS.

To enable the Secretary of Agriculture to collect moneys due the United States on account of loans made to farmers under the seed-grain loan provisions of the Act of March 3, 1921 (Forty-first Statutes at Large, pages 1315, 1347), and the Seed Grain Loan Act of March 20, 1922 (Forty-second Statutes at Large, page 467), including the employment of such persons and means in the city of Washington and elsewhere as may be necessary, fiscal year 1923, $25,000. (page 10)

ADDITIONAL APPROPRIATION FOR JAPANESE BEETLE.

To enable the Secretary of Agriculture to meet the emergency caused by the occurrence of the Japanese beetle in the States of New Jersey and Pennsylvania, and to provide means for the control and prevention of spread of this insect in these States and to other States, in cooperation with the States concerned, and with organizations or individuals, as he may deem necessary to accomplish such purposes, including the employment of persons and means in the city of Washington and elsewhere, and all other necessary expenses, $25,000, fiscal year 1923: Provided, That in the discretion of the Secretary of Agriculture no expenditures shall be made for these purposes until a sum or sums at least equal to such expenditures shall have been appropriated, subscribed, or contributed by States, county, or local authorities, or by individuals or organizations for the accomplishment for such purposes. (page 10)

CONTROL OF BOLL WEEVIL BY AIRPLANE.

To enable the Secretary of Agriculture, in cooperation with the

For fighting and preventing forest fires, fiscal year 1915, $175,000. (Page 5)

To enable the Secretary of Agriculture to collect moneys due the United States on account of loans made to farmers under the seed-grain loan provisions of the Act of March 3, 1913 (forty-first Statutes at Large, page 487), including the employment of such persons and means in the city of Washington and elsewhere as may be necessary, to remain available until expended, $100,000. (Page 10)

CONTROL OF FOOT-AND-MOUTH DISEASE.

To enable the Secretary of Agriculture, in cooperation with the

Secretary of War, to investigate and develop the use of the airplane as a means of distributing insecticides for the control of the boll weevil, and other cotton insects, including the employment of persons and means in the city of Washington, District of Columbia, and elsewhere, and all other necessary expenses, to remain available until June 30, 1924, $40,000, or so much thereof as may be necessary. (page 10)

INVESTIGATING SOURCES OF CRUDE RUBBER.

To enable the Department of Commerce to investigate and report upon the possibilities of developing the rubber plantation industry in the Philippine Islands and Latin America; to investigate the conditions of production and marketing of other essential raw materials for American industries including nitrates and sisal; and to investigate related problems in the development of the foreign trade of the United States in agricultural and manufactured products, including personal services in the District of Columbia and elsewhere; and all other necessary expenses in connection therewith, $500,000, to remain available until June 30, 1924: Provided, That of this sum such amount as the President may in his discretion direct, not exceeding $100,000, shall be made available to the Department of Agriculture for such exploration of rubber-producing regions and such studies and experiments with rubber-producing plants in the United States, the Philippine Islands, and elsewhere, as may be found advisable. (pages 10, 11)

ACT MAKING APPROPRIATIONS TO PROVIDE ADDITIONAL COMPENSATION FOR CERTAIN CIVILIAN EMPLOYEES OF THE GOVERNMENTS OF THE UNITED STATES AND THE DISTRICT OF COLUMBIA DURING THE FISCAL YEAR ENDING JUNE 30, 1924 APPROVED MARCH 4, 1923 (Public No. 544).

This Act provides increase of compensation for civilian employees of the Governments of the United States and District of Columbia during the fiscal year 1924 at the rate of $240 per annum if the salary is not less than $400 per annum nor more than $2,500 per annum. Employees receiving less than $400 per annum will receive increase of compensation at the rate of 60 per cent of their basic salaries, while employees receiving more than $2,500 per annum but less than $2,740 per annum will receive increase of compensation at such rate per annum as may be necessary to make their salaries, plus increase of compensation, at the rate of $2,740 per annum. Certain classes of employees are not entitled to the increase of compensation while others may receive it only upon the certification of the heads of their respective departments. The sum of $3,304,800 is appropriated for increase of compensation for employees of the Department of Agriculture for the fiscal year 1924.

JOINT RESOLUTION AUTHORIZING THE ACCEPTANCE OF TITLE TO CERTAIN LAND WITHIN THE SHASTA NATIONAL FOREST, CALIFORNIA, APPROVED FEBRUARY 13, 1923 (Public No. 90).

That the Secretary of Agriculture be, and he is hereby, authorized to accept, on behalf of the United States, and without expense to the United States, except for recording deed and for taxes for the current year, from Mary Burt Brittan, of San Francisco, California, a gift of certain land described as lots one, two, three, and four, section eighteen, township thirty-nine north, range four west, Mount Diablo meridian, and the northeast quarter of section twenty-four, township thirty-nine north, range five west, Mount Diablo meridian, conveyed by deed dated July 4, 1922: Provided, That said lands shall thereupon become a part of the Shasta National Forest and subject to all laws relating thereto except the mineral land laws.

SEC. 2. That the Secretary of Agriculture is authorized to pay the expense of recording of the deed and taxes for the current year from the appropriation made for general expenses of the Forest Service.

JOINT RESOLUTION PROPOSING PAYMENT TO CERTAIN EMPLOYEES OF THE UNITED STATES, APPROVED MARCH 3, 1923 (Public No. 99).

That all per diem employees of the several departments and independent establishments of the Government who were carried on the rolls as employees and excused from work on November 11, 1921, shall be allowed pay for that day.

JOINT RESOLUTION TO PROVIDE AN ADDITIONAL APPROPRIATION FOR THE FEDERAL FARM LOAN BOARD FOR THE FISCAL YEAR 1924, APPROVED MARCH 4, 1923 (Public No. 104).

That the sum of $24,000 is appropriated, out of any money in the Treasury not otherwise appropriated, for the fiscal year ending June 30, 1924, to provide payment for the following additional positions in the Federal Farm Loan Board: Two members at the rate of $10,000 each and two private secretaries at the rate of $2,000 each.

...ecretary of Agriculture is, and he is hereby,
...t, on behalf of the United States, and without
...d States, except for recording deed and for
...t very. From Mary Lee Britton, of San Antonio,
...ounty, Texas, comprising 640 acres, more or
...illan, conveyed by deed dated July 4, 1941: Provided, That said
...is about to become a part of the Sharon National Forest, and
...

SEC. 3. That the Secretary of Agriculture is authorized to pay the expense of recording of the deed and taxes for the current year from the appropriation made for general expenses of the Forest Service.

JOINT RESOLUTION PROVIDING PAYMENT TO CERTAIN EMPLOYEES OF THE UNITED ...

That all per diem employees of the several departments and independent establishments of the Government who were carried on the rolls as employees and excused from work on November 11, 1941, shall be allowed pay for that day.

...
(Public No. 104).

...ed, out of any money in the ...
...ditions in ...
... at the rate of $2,000 each.

JOINT RESOLUTION PERMITTING THE ENTRY FREE OF DUTY OF CERTAIN DOMESTIC ANIMALS WHICH HAVE CROSSED THE BOUNDARY LINE INTO FOREIGN COUNTIRES. APPROVED MARCH 4, 1923 (Public No.101).

Res.

That despite the provisions of the third paragraph of paragraph 1506 of Title II of the Tariff Act of 1922, horses, mules, asses, cattle, sheep, goats, and other domestic animals, which heretofore have strayed across the boundary line into any foreign country, or been driven across such boundary line by the owner for temporary pasturage purposes only, or which may so stray or be driven before March 1, 1923, shall, together with their offspring, be admitted free of duty, under regulations to be prescribed by the Secretary of the Treasury, if brought back to the United States within twelve months from the time they so strayed or were driven.

B.

JOINT RESOLUTION TO AMEND THE RESOLUTION OF DECEMBER 29, 1920, ENTITLED "JOINT RESOLUTION TO CREATE A JOINT COMMITTEE ON THE REORGANIZATION OF THE ADMINISTRATIVE BRANCH OF THE GOVERNMENT." APPROVED MARCH 4, 1923 (Public No. 100).

Res.

That section 3 of the resolution of December 29, 1920, entitled "Joint Resolution to create a Joint Committee on the Reorganization of the Administrative Branch of the Government," is amended by striking out the words "the second Monday in December, 1922" and inserting in lieu thereof "July 1, 1924."

This resolution extends until July 1, 1924, the date on which the report of the special joint committee of the House and Senate shall submit its report and recommendations regarding the reorganization of the ~~administrative~~ executive departments of the Government. The date originally set for this report was the second Monday in December, 1922.

Apr. 13, 1923.

MEMORANDUM NO. 431

Extracts from appropriation acts for 1924 (other than the Agricultural Appropriation Act), and other acts and resolutions passed by the 67th Congress (third session), which relate either directly or indirectly to the Department of Agriculture, or which may be of general interest to employees.

The attention of officials and employees of the Department of Agriculture is invited to the following provisions of a general nature which are included in the several acts and resolutions indicated.

C. W. Pugsley

Acting Secretary of Agriculture.

ACT TO PROVIDE A METHOD FOR THE SETTLEMENT OF CLAIMS ARISING AGAINST THE GOVERNMENT OF THE UNITED STATES IN SUMS NOT EXCEEDING $1,000 IN ANY ONE CASE, APPROVED DECEMBER 28, 1922 (Public No. 375).

That when used in this Act the terms "department and establishment" and "department or establishment" mean any executive department or other independent establishment of the Government; the word "employee" shall include enlisted men in the Army, Navy, and Marine Corps.

SEC. 2. That authority is hereby conferred upon the head of each department and establishment acting on behalf of the Government of the United States to consider, ascertain, adjust, and determine any claim accruing after April 6, 1917, on account of damages to or loss of privately owned property where the amount of the claim does not exceed $1,000, caused by the negligence of any officer or employee of the Government acting within the scope of his employment. Such amount as may be found to be due to any claimant shall be certified to Congress as a legal claim for payment out of appropriations that may be made by Congress therefor, together with a brief statement of the character of each claim, the amount claimed, and the amount allowed: Provided, That no claim shall be considered by a department or other independent establishment unless presented to it within one year from the date of the accrual of said claim.

Acting Secretary of Agriculture.

SEC. 3. That acceptance by any claimant of the amount determined under the provisions of this Act shall be deemed to be in full settlement of such claim against the Government of the United States.

SEC. 4. That any and all Acts in conflict with the provisions of this Act are hereby repealed.

ACT MAKING APPROPRIATIONS FOR THE DEPARTMENTS OF STATE AND JUSTICE AND FOR THE JUDICIARY FOR THE FISCAL YEAR ENDING JUNE 30, 1924, AND FOR OTHER PURPOSES, APPROVED JANUARY 3, 1923 (Public No. 377).

INTERNATIONAL INSTITUTE OF AGRICULTURE AT ROME, ITALY.

For the payment of the quota of the United States for the support of the International Institute of Agriculture for the calendar year 1924, $19,577;

For salary of the one member of the permanent committee of the International Institute of Agriculture for the calendar year 1924, $5,000;

For the payment of the quota of the United States for the cost of translating into and printing in the English language the publications of the International Institute of Agriculture at Rome, $5,000;

Total, $89,577. (page 9)

ACT MAKING APPROPRIATIONS FOR THE TREASURY DEPARTMENT FOR THE FISCAL YEAR ENDING JUNE 30, 1924, AND FOR OTHER PURPOSES, APPROVED JANUARY 3, 1923 (Public No. 378).

TRANSFER OF OFFICE MATERIAL, SUPPLIES, AND EQUIPMENT IN THE DISTRICT OF COLUMBIA.

For ***** carrying into effect the Executive order of December 3, 1918, regulating the transfer of office materials, supplies, and equipment in the District of Columbia falling into disuse because of the cessation of war activities, ***** Provided further, That the said Executive order shall continue in effect until June 30, 1924, without modification, except that the price charged shall be the current market value at time of issue, less a discount for usage, but in no instance shall the discount be more than 25 per centum, and that the proceeds from the transfer of appropriations thereunder shall be covered into the Treasury as miscellaneous receipts: Provided further, That the heads of the executive departments and independent establishments and the Commissioners of the District of Columbia shall cooperate with the Secretary of the Treasury in connection with the storage and delivery of material, supplies, and equipment transferred under the foregoing order: Provided further, That typewriters and computing machines transferred to the General Supply Committee as surplus, where such machines have become unfit for further use, may, in the discretion of the Secretary of the Treasury, be issued to other Government departments and establishments at exchange prices quoted in the current general schedule of supplies or sold commercially. (page 4)

SEC. 5. That exceptions by any claimant of the amount determined under the provisions of this Act shall be brought in the full jurisdiction of such claim against the Secretary of the Interior.

SEC. 6. That any and all Acts in conflict with the provisions of this Act are hereby repealed.

AN ACT [illegible]

FOR THE PURPOSE, APPROVED JANUARY 7, 1907 (Public No. 377).

INTERNATIONAL INSTITUTE OF AGRICULTURE AT ROME, ITALY.

For the payment of the quota of the United States for the support of the International Institute of Agriculture for the calendar year 1913, $19,877:

For salary of the one member of the permanent committee of the International Institute of Agriculture for the calendar year 1913, $1,000;

For the payment of the quota of the United States for the cost of translating into and printing in the English language the publications of the International Institute of Agriculture at Rome, $1,000;

Total, $89,377. (page 9)

AN ACT MAKING APPROPRIATIONS FOR THE FISCAL YEAR ENDING JUNE 30, 1914, AND FOR OTHER PURPOSES.

[illegible]

[illegible]

[illegible]

RESTRICTIONS ON THE PURCHASE, SALE, OR EXCHANGE OF TYPEWRITING MACHINES.

No part of any money appropriated by this or any other Act shall be used during the fiscal year 1924 for the purchase of any standard typewriting machine, except bookkeeping and billing machines, at a price in excess of the following for models with carriages which will accommodate paper of the following widths, to wit: Ten inches (correspondence models), $70; twelve inches, $75; fourteen inches, $77.50; sixteen inches, $82.50; eighteen inches, $87.50; twenty inches, $94; twenty-two inches, $95; twenty-four inches, $97.50; twenty-six inches, $103.50; twenty-eight inches, $104; thirty inches, $105; thirty-two inches, $107.50.

All purchases of typewriting machines during the fiscal year 1924 by executive departments and independent establishments for use in the District of Columbia or in the field, except as hereinafter provided, shall be made from the surplus machines in the stock of the General Supply Committee. The War Department shall furnish the General Supply Committee, immediately upon the approval of this Act, a complete inventory of the various makes, models, and classes of typewriters in its possession, the condition of such machines, and the point of storage, and shall turn over to the General Supply Committee such typewriting machines in such quantities as the Secretary of the Treasury from time to time may call for by specific requisition for sale to the various services of the Government. If the General Supply Committee is unable to furnish serviceable machines to any such service of the Government, it shall furnish unserviceable machines at current exchange prices, and such machines shall then be applied by the service of the Government receiving them as part payment for new machines from commercial sources in accordance with the prices fixed in the preceding paragraph. And in selling typewriting machines to the various services the General Supply Committee may accept an equal number of unserviceable machines as part payment thereon at the exchange prices quoted in the current general schedule of supplies. (pages 4, 5)

REGULATION OF PROPAGATION AND SALE OF BIOLOGIC PRODUCTS.

~~Biologic products:~~ To regulate the propagation and sale of viruses, serums, toxins, and analogous products, including arsphenamine, and for the preparation of curative and diagnostic biologic products, including personal services of reserve commissioned officers and other personnel, $41,500. (page 18)

ACT MAKING APPROPRIATIONS FOR THE DEPARTMENTS OF COMMERCE AND LABOR FOR THE FISCAL YEAR ENDING JUNE 30, 1924, AND FOR OTHER PURPOSES, APPROVED JANUARY 5, 1923 (Public No. 380).

TESTING SUPPLIES AND MATERIALS FOR GOVERNMENT.

For testing miscellaneous materials, such as varnish materials, soap materials, inks, and chemicals, including supplies for the Government departments and independent establishments, including personal services in the District of Columbia and in the field, as authorized by law, $40,000. (page 9)

DEVELOPMENT OF COLOR STANDARDS.

To develop color standards and methods of manufacture and of color measurement, with special reference to their industrial use in standardization and specification of colorants such as dyestuffs, inks, and pigments, and other products, paint, paper, and textiles, in which color is a pertinent property, including personal services in the District of Columbia and in the field, $10,000. (page 9)

DEVELOPMENT OF STANDARDS OF TEXTILES, PAPER, LEATHER AND RUBBER.

To investigate textiles, paper, leather, and rubber in order to develop standards of quality and methods of measurement, including personal services in the District of Columbia and in the field, $45,000. (page 10)

STANDARDIZATION AND DESIGN OF SUGAR-TESTING APPARATUS AND DEVELOPMENT OF TECHNICAL SPECIFICATIONS FOR VARIOUS GRADES OF SUGAR.

For the standardization and design of sugar-testing apparatus; the development of technical specifications for the various grades of sugars, with particular reference to urgent problems made pressing by conditions following the war, especially involving the standardization and manufacture of sugars; for the study of the technical problems incidental to the collection of the revenue on sugar and th determine the fundamental scientific constants of sugars and other substances; for the standardization and production of rare and unusual types of sugars required for the medical service of the Government departments; and for other technical and scientific purposes, including personal services in the District of Columbia and in the field, $40,000. (page 10)

TRANSFER OF FUNDS TO BUREAU OF STANDARDS.

During the fiscal year 1924 the head of any department or independent establishment of the Government having funds available for scientific investigations and requiring cooperative work by the Bureau of Standards on scientific investigations within the scope of the functions of that bureau, and which the Bureau of Standards is unable to perform within the limits of its appropriations, may, with the approval

of the Secretary of Commerce, transfer to the Bureau of Standards such sums as may be necessary to carry on such investigations. The Secretary of the Treasury shall transfer on the books of the Treasury Department any sums which may be authorized hereunder, and such amounts shall be placed to the credit of the Bureau of Standards for the performance of work for the department or establishment from which the transfer is made. (page 11)

INQUIRY RESPECTING FOOD FISHES.

For inquiry into the causes of the decrease of food fishes in the waters of the United States, and for investigation and experiments in respect to the aquatic animals, plants and waters, in the interests of fish culture and the fishery industries, including expenses of travel and preparation of reports, $40,000. (page 17)

ACT MAKING APPROPRIATIONS TO SUPPLY DEFICIENCIES IN CERTAIN APPROPRIATIONS FOR THE FISCAL YEAR ENDING JUNE 30, 1923, AND PRIOR FISCAL YEARS, TO PROVIDE SUPPLEMENTAL APPROPRIATIONS FOR THE FISCAL YEAR ENDING JUNE 30, 1923, AND FOR OTHER PURPOSES, APPROVED JANUARY 22, 1923 (Public No. 385).

APPROPRIATION FOR MOTOR BOAT FOR FOREST SERVICE.

To enable the Secretary of Agriculture to purchase a motor boat in the administration of the Alaskan forests to replace boat sunk by striking rocks in Sumner Strait, $8,500. (page 3)

EXTENDING THE AVAILABILITY OF APPROPRIATION FOR INSECT INFESTATIONS.

The appropriation of $150,000 provided by the "First Deficiency Appropriation Act, fiscal year 1922," approved December 15, 1921, for the prevention of loss of timber from insect infestation on public lands in Oregon and California shall remain available for the purposes authorized by such Act until December 31, 1923. (page 3)

ADDITIONAL APPROPRIATION FOR ERADICATION OF PINK BOLL WORM.

For an additional amount to enable the Secretary of Agriculture to meet the emergency caused by the existence of the pink bollworm of cotton in Mexico; to prevent the movement of cotton and cotton seed from Mexico into the United States, including the regulation of entry into the United States of railway cars and other vehicles, and freight, express, baggage, or other materials from Mexico, and the inspection, cleaning, and disinfection thereof, $75,000, including the payment of rent outside the District of Columbia and the employment of persons and means in the City of Washington and elsewhere; any moneys received in payment of charges fixed by the Secretary of Agriculture on account of such cleaning and disinfection at plants constructed therefor out of any appropriation made on account of the pink bollworm of cotton to be covered into the Treasury as miscellaneous receipts. (page 3)

ADDITIONAL APPROPRIATION FOR COOPERATIVE CONSTRUCTION OF RURAL POST ROADS.

For carrying out the provisions of the Act entitled "An Act to provide that the United States shall aid the States in the construction of rural post roads, and for other purposes," approved July 11, 1916, and all Acts amendatory thereof and supplementary thereto, to be expended in accordance with the provisions of such Act as amended, $25,000,000, to remain available until expended, being part of the sum of $50,000,000 authorized to be appropriated for the fiscal year ending June 30, 1923, by paragraph 1 of section 4 of the Act making appropriations for the Post Office Department for the fiscal year 1923, approved June 19, 1922: Provided, That the Secretary of Agriculture shall act upon projects submitted to him under his apportionment of such authorization of $50,000,000, and his approval of any such project within three years shall be deemed a contractual obligation of the Federal Government for the payment of its proportional contribution thereto: Provided further, That the appropriations heretofore and hereafter made for the purpose of carrying out the provisions of such Act of July 11, 1916, and the Acts amendatory thereof and supplemental thereto shall be considered available for the purpose of discharging the obligations created by the approval of projects. (pages 3, 4)

INTERNATIONAL SEISMOLOGICAL ASSOCIATION.

For defraying the necessary expenses in fulfilling the obligations of the United States as a member of the International Seismological Association for the year March 31, 1915, to March 31, 1916, fiscal years 1915 and 1916, $360. (page 8)

ACT MAKING APPROPRIATIONS FOR THE DEPARTMENT OF INTERIOR FOR THE FISCAL YEAR ENDING JUNE 30, 1924, AND FOR OTHER PURPOSES, APPROVED JANUARY 24, 1923 (Public No. 395).

PROTECTION OF GAME IN ALASKA.

For carrying into effect the Act entitled "An Act for the protection of game in Alaska, and for other purposes," approved May 11, 1908, including salaries, traveling expenses of game wardens, and all other necessary expenses, $20,000, to be expended under the direction of the governor of Alaska. (Page 4)

RESTORATION OF LANDS IN FOREST RESERVES.

To enable the Secretary of the Interior to advertise the restoration to the public domain of lands in forest reserves or of lands temporarily withdrawn for forest reserve purposes, $3,000. (page 7)

SUPPRESSING CONTAGIOUS DISEASES AMONG LIVE STOCK OF INDIANS.

For reimbursing Indians for live stock which may be hereafter destroyed on account of being infected with dourine or other contagious diseases, and for expenses in connection with the work of eradicating and preventing such diseases, to be expended under such rules and regulations as the Secretary of the Interior may prescribe, $12,000. (page 14)

PAYMENT OF ACCOUNTS OF GOVERNMENT FUEL YARD.

Hereafter the various branches of the Federal service and the municipal government in the District of Columbia shall make payment of accounts rendered against them by the Government fuel yard for fuel furnished them by depositing the proper amount directly to the credit of the Treasurer of the United States for the credit of the appropriation "Maintenance and operation, United States Government fuel yard," and duplicate certificates of deposits issued therefor shall be promptly forwarded by the depositors to the Government fuel yard. (page 42)

TRANSFER OF FUND TO BUREAU OF MINES.

During the fiscal year 1924 the head of any department or independent establishment of the Government having funds available for scientific investigations and requiring cooperative work by the Bureau of Mines on scientific investigations within the scope of the functions of that bureau and which it is unable to perform within the limits of its appropriations may, with the approval of the Secretary of the Interior, transfer to the Bureau of Mines such sums as may be necessary to carry on such investigations. The Secretary of the Treasury shall transfer on the books of the Treasury Department any sums which may be authorized hereunder, and such amounts shall be placed to the credit of the Bureau of Mines for the performance of work for the department or establishment from which the transfer is made. (page 42, 43)

ACT MAKING APPROPRIATIONS FOR THE EXECUTIVE OFFICE AND SUNDRY INDEPENDENT EXECUTIVE BUREAUS, BOARDS, COMMISSIONS, AND OFFICES, FOR THE FISCAL YEAR ENDING JUNE 30, 1924, AND FOR OTHER PURPOSES, APPROVED FEBRUARY 13, 1923 (Public No. 409).

DETAILS TO CIVIL SERVICE COMMISSION.

Except for one person detailed for part-time duty in the district office at New York City, no details from any executive department or independent establishment in the District of Columbia or elsewhere to the commission's central office in Washington or to any of its district offices shall be made during the fiscal year ending June 30, 1924; but this shall not affect the making of details for service as members of boards of examiners outside the immediate offices of the district secretaries. *****
(page 3)

INTERNATIONAL EXCHANGES.

For the system of international exchanges between the United States and foreign countries, under the direction of the Smithsonian Institution, including necessary employees and purchase of necessary books and periodicals, $43,000. (page 10)

INTERNATIONAL CATALOGUE OF SCIENTIFIC LITERATURE.

For the cooperation of the United States in the work of the International Catalogue of Scientific Literature, including the preparation of a classified index catalogue of American scientific publications for incorporation in the International Catalogue, clerk hire, purchase of necessary books and periodicals, and other necessary incidental expenses, $7,500. (page 10)

ACT PROVIDING FOR THE ACQUIREMENT BY THE UNITED STATES OF PRIVATELY OWNED LANDS SITUATED WITHIN CERTAIN TOWNSHIPS IN THE LINCOLN NATIONAL FOREST, IN THE STATE OF NEW MEXICO, BY EXCHANGING THEREFOR LANDS ON THE PUBLIC DOMAIN ALSO WITHIN SUCH STATE, APPROVED FEBRUARY 14, 1923, (Public No. 411).

That whenever the owner or owners of any privately owned lands, situated within township eighteen south, range eleven east, or townships fifteen, sixteen, seventeen, eighteen, and nineteen south, range twelve east, New Mexico principal meridian, within the county of Otero and State of New Mexico, and within the present boundaries of the Lincoln National Forest, shall submit to the Secretary of Agriculture a proposal for the exchange of said lands for lands upon the public domain situated in the county of Otero and State of New Mexico, and such Secretary shall be of opinion that the acquirement of the same by the United States for national forest purposes would be beneficial thereto, he is hereby authorized and empowered to transmit to the Secretary of the Interior such offer so made to him, together with such recommendations as he may see proper to make in connection therewith, together with a description of the property included in such offer and an estimate of the commercial or other value thereof, intrinsically or otherwise; and if he shall recommend the acquirement of the same by the United States under the provisions hereof, then, and in such event, the Secretary of the Interior shall be, and hereby is, authorized and empowered in his discretion to enter into and conclude negotiations with such owner or owners thereof and in exchange for such designated privately owned lands, and upon conveyance by the owner or owners thereof to the United States by a good and sufficient deed, to cause to be patented to such owner or owners such acreage of nonmineral, nonirrigable grazing lands not suitable for agricultural purposes except for raising grass, situated within the said county of Otero, State of New Mexico, of equal total value, as near as he may be able to determine, to the lands so conveyed to the United States.

SEC. 2. That any lands, conveyed to the United States under the provisions of this Act shall, upon acceptance of the conveyance thereof, become and be a part of such Lincoln National Forest.

SEC. 3. That before any exchange of lands as above provided is effected, notice of such exchange proposal, describing the lands involved therein, shall be published once each week for four consecutive weeks in some newspaper of general circulation in the county in which such lands so to be conveyed to the United States are situated.

ACT MAKING APPROPRIATIONS FOR THE LEGISLATIVE BRANCH OF THE GOVERNMENT FOR THE FISCAL YEAR ENDING JUNE 30, 1924, AND FOR OTHER PURPOSES, APPROVED FEBRUARY 20, 1923, (Public No. 431).

PAYMENT FOR PRINTING.

During the fiscal year 1924 any executive department or independent establishment of the Government ordering printing and binding from the Government Printing Office shall pay promptly by check to the Public Printer upon his written request, either in advance or upon completion of the work, all or part of the estimated or actual cost thereof, as the case may be, and bills rendered by the Public Printer in accordance herewith shall not be subject to audit or certification in advance of payment: Provided, That proper adjustments on the basis of the actual cost of delivered work paid for in advance shall be made monthly or quarterly and as may be agreed upon by the Public Printer and the department or establishment concerned. All sums paid to the Public Printer for work that he is authorized by law to do shall be deposited to the credit, on the books of the Treasury Department, of the appropriation made for the working capital of the Government Printing Office, for the year in which the work is done, and be subject to requisition by the Public Printer. (page 17)

ESTIMATES FOR PRINTING AND BINDING.

All amounts in the Budget for the fiscal year 1925 for printing and binding for any department or establishment, so far as the Bureau of the Budget may deem practicable, shall be incorporated in a single item for printing and binding for such department or establishment and be eliminated as a part of any estimate for any other purpose. And if any amounts for printing and binding are included as a part of any estimates for any other purposes, such amounts shall be set forth in detail in a note immediately following the general estimate for printing and binding: Provided, That the foregoing requirement shall not apply to work to be executed at the Bureau of Engraving and Printing. (page 17)

DISCONTINUANCE OF PRINTING OF ANNUAL REPORTS.

In order to keep the expenditures for printing and binding for the fiscal year 1924 within or under the appropriations for such fiscal year, the heads of the various executive departments and independent establishments are authorized to discontinue the printing of annual

REC. 3. That before any economy of funds is made by printing in offices, prints of such matters, describing the latest invented inventions, shall be published once each week for four consecutive weeks in some newspaper of general circulation in the country in which such funds so to be expended to the United States are situated.

ACT RELATIVE APPROPRIATIONS FOR THE LEGISLATIVE BRANCH OF THE GOVERNMENT FOR THE FISCAL YEAR ENDING JUNE 30, 1886, AND FOR OTHER PURPOSES.

[FEBRUARY FIFTEENTH 20, 1885. (Public 2.. 432).

PAYMENT FOR PRINTING.

During the fiscal year 1886 any executive department or bureau authorized by the Government printing [illegible] from the Government Printing Office shall [illegible] the Public Printer upon the requisition of the [illegible], either in advance of [illegible] thereof, or the same may be, and bills rendered by the Public Printer in accordance therewith shall be subject to audit or certification in advance of payment: Provided, That proper adjustments in the basis of the annual cost of delivered work paid for in advance shall be made by the Public Printer for work that he is authorized by law to sell to the department or establishment concerned. All work paid for

or special reports under their respective jurisdictions: Provided, That where the printing of such reports is discontinued, the original copy thereof shall be kept on file in the offices of the heads of the respective departments or independent establishments for public inspection. (page 18)

ACT TO AMEND SECTIONS 2, 5, 11, 12, 15, 19, 29, and 30 OF THE UNITED STATES WAREHOUSE ACT, APPROVED AUGUST 11, 1916, APPROVED FEBRUARY 23, 1923 (Public No. 436).

This act amends the United States Warehouse Act of August 11, 1916, in the following respects:

Removes the limitation imposed by Section 2 with regard to products which can be stored in a licensed warehouse. Heretofore warehouses could be licensed only for the storage of cotton, wool, tobacco, and grain. Under the amendment the Secretary may license warehouses for the storage of such agricultural products as he may deem proper.

Removes the one year limitation on a license heretofore imposed by Section 5. Under the amendment the life of a license may be indefinite instead of for only one year.

While the amendment to section 6 inserts the words "and may in the discretion of the Secretary of Agriculture include the requirements of fire insurance", as the second sentence of the section, it does not change the effect of the Act as the requirement is discretionary with the Secretary.

The amendment to section 11 provides for the licensing of persons to inspect and sample products. Heretofore persons were licensed only to classify and weigh products stored in licensed warehouses.

Section 15 of the Act is amended by striking out the words "grain, flaxseed or" and "other" at the beginning of the Section. Heretofore there was a tendency to construe the wording of the section to mean that grain under all conditions of storage was a fungible product, when as a matter of fact it may be and is at times non-fungible. The amendment will overcome this difficulty.

Section 18 of the Act is amended by adding the following proviso: "Provided, however, the Secretary of Agriculture may in his discretion require that such receipt have plainly and conspicuously embodied in its written or printed terms a provision that such receipt is not negotiable." This amendment really adds nothing to the Act as it heretofore existed, since it leaves it discretionary with the Secretary of Agriculture to require the issuance of non-negotiable receipts when the grade is omitted therefrom.

The amendment to Section 30 enlarges very materially the scope of offenses punishable under the Act and also increases the severity of the penalties which may be imposed for violations of the Act. It also provides for punishing anyone who shall draw a false sample or who shall wilfully mutilate and falsely represent a sample drawn under the Act, or who shall classify, grade or weigh fraudulently any agricultural products covered by the Act.

Sections 12, 19, and 29 are amended to make them harmonize with the amendments to Sections 2 and 11.

ACT DEFINING THE CROP FAILURE IN THE PRODUCTION OF WHEAT, RYE, OR OATS BY THOSE WHO BORROWED MONEY FROM THE GOVERNMENT OF THE UNITED STATES IN THE YEARS 1918 AND 1919 FOR THE PURCHASE OF WHEAT, RYE, OR OATS FOR SEED, AND FOR OTHER PURPOSES, APPROVED FEBRUARY 26, 1923 (Public No. 447).

That a yield of five bushels or less per acre of wheat, rye, or oats on lands owned by those in the drought-stricken regions who borrowed money from the Government of the United States in the years 1918 and 1919 for the purchase of wheat, rye, or oats for seed be, and the same is hereby, declared to be a failure, and the borrower whose yield was five bushels or less per acre be, and he is hereby, released from repayment of the amount borrowed by him from the Government: Provided, That nothing herein shall release the borrower who signed a guaranty-fund agreement and whose crop was not a failure from making the contribution provided for in such agreement, but said guaranty-fund shall be used as stipulated in the agreement to the settlement of the loans to those whose crop was a failure: Provided further, That any such borrower whose crop was a failure, as herein defined, and who made payment on his loan prior to May 31, 1920, shall be fully reimbursed from such guaranty fund.

ACT ESTABLISHING STANDARD GRADES OF NAVAL STORES, PREVENTING DECEPTION IN TRANSACTIONS IN NAVAL STORES, REGULATING TRAFFIC THEREIN, AND FOR OTHER PURPOSES, APPROVED MARCH 3, 1923 (Public No. 478).

This Act to be designated and known as the Naval Stores Act authorizes the Secretary of Agriculture to establish and promulgate standards for naval stores; authorizes the Secretary to provide interested persons with duplicates of the official naval stores standards upon tender of satisfactory security for the return thereof; provides punishment for violation of the provisions of the Act, and authorizes the Secretary to purchase in the open market samples of spirits of turpentine or anything offered for sale as such for the purpose of detecting any violation of the Act.

Section 8 authorizes an appropriation for carrying into effect the provisions of the Act which becomes effective ninety days after its approval.

ACT TO PROVIDE ADDITIONAL CREDIT FACILITIES FOR THE AGRICULTURAL AND LIVESTOCK INDUSTRIES OF THE UNITED STATES: TO AMEND THE FEDERAL FARM LOAN ACT: TO AMEND THE FEDERAL RESERVE ACT: AND FOR OTHER PURPOSES, APPROVED March 4, 1922 (Public No. 503).

This Act, known as the "Agricultural credits Act of 1923", amends the Federal Farm Loan Act of July 17, 1916, as amended, and the Federal Reserve Act of December 23, 1913, as amended.

Section 14, May 27 and amended to read as follows:

[illegible]

[illegible]

[illegible]

ACT TO PROHIBIT THE SHIPMENT OF FILLED MILK IN INTERSTATE OR FOREIGN COMMERCE, APPROVED MARCH 4, 1923 (Public No. 513).

The Act defines "filled milk" as any milk, cream, or skimmed milk, whether or not condensed, evaporated, concentrated, powdered, dried, or desiccated, to which has been added, or which has been blended or compounded with any fat or oil other than milk fat, so that the resulting product imitates or resembles milk, cream, or skimmed milk. It provides, however, that "filled milk" shall not include any proprietary food compound not readily mistaken in taste for milk or cream, if such compound is (a) prepared and designed for feeding infants and young children and customarily used on the order of a physician; (b) packed in individual cans containing not more than sixteen and one-half ounces and bearing a label in bold type that the content is to be used only for said purpose; (c) shipped in interstate or foreign commerce exclusively to physicians, wholesale and retail druggists, orphan asylums, child-welfare associations, hospitals, and similar institutions and generally disposed of by them.

Filled milk as defined by the Act is declared to be an adulterated article of food, injurious to the public health and its sale is declared to constitute a fraud upon the public, and its manufacture in any Territory, possession or within the District of Columbia, or shipment in interstate commerce is made unlawful. Violation of any provision of the Act is punishable by a fine of not more than $1,000 or imprisonment of not more than one year, or both.

ACT TO PROVIDE FOR THE CLASSIFICATION OF CIVILIAN POSITIONS WITHIN THE DISTRICT OF COLUMBIA AND IN THE FIELD SERVICES, APPROVED MARCH 4, 1923 (Public No. 516).

This Act, ~~is~~ to be known as "T he Classification Act of 1923", and provides for the classification of all civilian positions in the various departments and in the Government of the District of Columbia in the District of Columbia and in the field service.

ACT TO DEFINE BUTTER AND TO PROVIDE A STANDARD THEREFOR, APPROVED MARCH 4, 1923 (Public No. 519).

That for the purposes of the Food and Drug Act of June 30, 1906 (Thirty-fourth Statutes at Large, page 768), "butter" shall be understood to mean the food product usually known as butter, and which is made exclusively from milk or cream, or both, with or without common salt, and with or without additional coloring matter, and containing not less than 80 per centum by weight of milk fat, all tolerances having been allowed for1

ACT TO PRESERVE THE STATUS OF PERSONS AWARDED COMPENSATION UNDER THE ACT APPROVED September 17, 1916, APPROVED MARCH 4, 1923 (Public No. 537).

That in the administration of the Act approved September 7, 1916,

not more than one year, or both.

entitled "An Act to provide compensation for employees of the United States suffering injuries while in the performance of their duties, and for other purposes, " persons now receiving compensation upon an award made by the Compensation Commission shall, until March 1, 1924, be entitled to receive the amount awarded, unless the award so made shall by the commission be set aside.

ACT TO ESTABLISH AND PROMOTE THE USE OF THE OFFICIAL COTTON STANDARDS OF THE UNITED STATES IN INTERSTATE AND FOREIGN COMMERCE; TO PREVENT DECEPTION THEREIN AND PROVIDE FOR THE PROPER APPLICATION OF SUCH STANDARDS; AND FOR OTHER PURPOSES, APPROVED MARCH 4, 1923 (Public No. 539).

This Act known as the United States Cotton Standards Act becomes effective August 1, 1923, and provides that the official cotton standards established effective August 1, 1923, under the United States Cotton Futures Act shall be the official cotton standards for the purpose of this Act until changed or replaced. The Act provides that it shall be unlawful (a) in or in connection with any transaction or shipment in commerce made after the Act becomes effective, or (b) in any publication of a price or quotation determined in or in connection with any transaction or shipment in commerce after the Act becomes effective, or (c) in any classification for the purposes of or in connection with a transaction or shipment in commerce after the Act becomes effective, for any person to indicate for any cotton a grade or other class which is of or within the official cotton standards of the United States then in effect by a name, description, or designation not used in said standards.

Violation of the provisions of the Act is punishable by a fine of not exceeding $1,000 or imprisonment not exceeding six months, or both.

Section 12 of the Act authorizes an appropriation for carrying out its provisions.

ACT MAKING APPROPRIATIONS TO SUPPLY DEFICENCIES IN CERTAIN APPROPRIATIONS FOR THE FISCAL YEAR ENDING JUNE 30, 1923, AND PRIOR FISCAL YEARS, TO PROVIDE SUPPLEMENTAL APPROPRIATIONS FOR THE FISCAL YEAR ENDING JUNE 30, 1924, AND FOR OTHER PURPOSES, APPROVED MARCH 4, 1923 (Public No. 543).

ADDITIONAL APPROPRIATION FOR WHITE PINE BLISTER RUST.

FOR applying such methods of eradication or control of the white pine blister rust as in the judgment of the Secretary of Agriculture may be necessary, including the payment of such expenses and the employment of such persons and means in the city of Washington and elsewhere, in cooperation with such authorities of the States concerned, organizations, or individuals as he may deem necessary to accomplish such purposes, and in the discretion of the Secretary of Agriculture no expenditure shall be made for these purposes until a sum or sums at least equal to such expenditures shall have been appropriated, subscribed, or contributed by States, county, or local authorities, or by individuals or organizations

for the accomplishment of such purposes, fiscal year 1923, $30,000: Provided, That no part of this appropriation shall be used to pay the cost or value of trees or other property injured or destroyed. (page 9)

ADDITIONAL APPROPRIATION FOR FIGHTING AND PREVENTING FOREST FIRES.

For fighting and preventing forest fires, fiscal year 1923, $375,000. (page 9)

ADDITIONAL APPROPRIATION FOR PROTECTION OF OREGON AND CALIFORNIA RAILROAD LANDS.

To enable the Secretary of Agriculture to establish and maintain a patrol to prevent trespass and to guard against and check fires upon the land revested in the United States by the Act approved June 9, 1916, and the lands known as the Coos Bay Wagon road lands involved in the case of Southern Oregon Company against United States (Number 2711) in the Circuit Court of Appeals of the Ninth Circuit, fiscal year 1923, $16,480. (page 9)

COLLECTION OF SEED GRAIN LOANS.

To enable the Secretary of Agriculture to collect moneys due the United States on account of loans made to farmers under the seed-grain loan provisions of the Act of March 3, 1921 (Forty-first Statutes at Large, pages 1315, 1347), and the Seed Grain Loan Act of March 20, 1922 (Forty-second Statutes at Large, page 467), including the employment of such persons and means in the city of Washington and elsewhere as may be necessary, fiscal year 1923, $25,000. (page 10)

ADDITIONAL APPROPRIATION FOR JAPANESE BEETLE.

To enable the Secretary of Agriculture to meet the emergency caused by the occurrence of the Japanese beetle in the States of New Jersey and Pennsylvania, and to provide means for the control and prevention of spread of this insect in these States and to other States, in cooperation with the States concerned, and with organizations or individuals, as he may deem necessary to accomplish such purposes, including the employment of persons and means in the city of Washington and elsewhere, and all other necessary expenses, $25,000, fiscal year 1923: Provided, That in the discretion of the Secretary of Agriculture no expenditures shall be made for these purposes until a sum or sums at least equal to such expenditures shall have been appropriated, subscribed, or contributed by States, county, or local authorities, or by individuals or organizations for the accomplishment of such purposes. (page 10)

CONTROL OF BOLL WEEVIL BY AIRPLANE.

To enable the Secretary of Agriculture, in cooperation with the

Secretary of War, to investigate and develop the use of the airplane as a means of distributing insecticides for the control of the boll weevil, and other cotton insects, including the employment of persons and means in the city of Washington, District of Columbia, and elsewhere, and all other necessary expenses, to remain available until June 30, 1924, $40,000, or so much thereof as may be necessary. (page 10)

INVESTIGATING SOURCES OF CRUDE RUBBER.

To enable the Department of Commerce to investigate and report upon the possibilities of developing the rubber plantation industry in the Philippine Islands and Latin America; to investigate the conditions of production and marketing of other essential raw materials for American industries including nitrates and sisal; and to investigate related problems in the development of the foreign trade of the United States in agricultural and manufactured products, including personal services in the District of Columbia and elsewhere; and all other necessary expenses in connection therewith, $500,000, to remain available until June 30, 1924: Provided, That of this sum such amount as the President may in his discretion direct, not exceeding $100,000, shall be made available to the Department of Agriculture for such exploration of rubber-producing regions and such studies and experiments with rubber-producing plants in the United States, the Philippine Islands, and elsewhere, as may be found advisable. (pages 10, 11)

ACT MAKING APPROPRIATIONS TO PROVIDE ADDITIONAL COMPENSATION FOR CERTAIN CIVILIAN EMPLOYEES OF THE GOVERNMENTS OF THE UNITED STATES AND THE DISTRICT OF COLUMBIA DURING THE FISCAL YEAR ENDING JUNE 30, 1924 APPROVED MARCH 4, 1923 (Public No. 544).

This Act provides increase of compensation for civilian employees of the Governments of the United States and District of Columbia during the fiscal year 1924 at the rate of $240 per annum if the salary is not less than $400 per annum nor more than $2,500 per annum. Employees receiving less than $400 per annum will receive increase of compensation at the rate of 60 per cent of their basic salaries, while employees receiving more than $2,500 per annum but less than $2,740 per annum will receive increase of compensation at such rate per annum as may be necessary to make their salaries, plus increase of compensation at the rate of $2,740 per annum. Certain classes of employees are not entitled to the increase of compensation while others may receive it only upon the certification of the heads of their respective departments. The sum of $3,304,800 is appropriated for increase of compensation for employees of the Department of Agriculture for the fiscal year 1924.

JOINT RESOLUTION AUTHORIZING THE ACCEPTANCE OF TITLE TO CERTAIN LAND WITHIN THE SHASTA NATIONAL FOREST, CALIFORNIA, APPROVED FEBRUARY 13, 1923 (Public No. 90).

That the Secretary of Agriculture be, and he is hereby, authorized to accept, on behalf of the United States, and without expense to the United States, except for recording deed and for taxes for the current year, from Mary Hurt Brittan, of San Francisco, California, a gift of certain land described as lots one, two, three, and four, section eighteen, township thirty-nine north, range four west, Mount Diablo meridian, and the northeast quarter of section twenty-four, township thirty-nine north, range five west, Mount Diablo meridian, conveyed by deed dated July 4, 1922: Provided, That said lands shall thereupon become a part of the Shasta National Forest and subject to all laws relating thereto except the mineral land laws.

SEC. 2. That the Secretary of Agriculture is authorized to pay the expense of recording of the deed and taxes for the current year from the appropriation made for general expenses of the Forest Service.

JOINT RESOLUTION PROPOSING PAYMENT TO CERTAIN EMPLOYEES OF THE UNITED STATES, APPROVED MARCH 3, 1923 (Public No. 99).

That all per diem employees of the several departments and independent establishments of the Government who were carried on the rolls as employees and excused from work on November 11, 1921, shall be allowed pay for that day.

JOINT RESOLUTION TO PROVIDE AN ADDITIONAL APPROPRIATION FOR THE FEDERAL FARM LOAN BOARD FOR THE FISCAL YEAR 1924, APPROVED MARCH 4, 1923 (Public No. 104).

That the sum of $24,000 is appropriated, out of any money in the Treasury not otherwise appropriated, for the fiscal year ending June 30, 1924, to provide payment for the following additional positions in the Federal Farm Loan Board: Two members at the rate of $10,000 each and two private secretaries at the rate of $2,000 each.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE DIRECTOR OF SCIENTIFIC WORK
WASHINGTON

April 17, 1923.

FILED
Secretary's

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

Mr. Bain has suggested that I submit a tentative list of men who should serve on a committee to consider reclassification matters in the Department. The men who have been actively identified with this work in the past and who have therefore historical knowledge of the reclassification movement, as well as an intimate working knowledge of the intricacies of its application to the different Bureaus, should in my opinion be called upon to continue the service. Dr. W. W. Stockberger, Dr. H. A. Edson, Dr. J. J. Skinner, and Col. W. B. Greeley are the men in the Department who have this knowledge, and as they were selected in the first place partially for their knowledge of governmental activities, they seem to me particularly well qualified to represent the different phases of the Department's work. Dr. Skinner has been long and intimately connected with one of the large regulatory features; Col. Greeley thoroughly understands one of the largest of the services of the Department; while Dr. Stockberger and Dr. Edson represent different phases of research activity in which the major problems of the reclassification will be found. I would suggest that Dr. Stockberger be made Chairman of the Committee. His long familiarity with the work and exceptional organizing ability make him the most available man for Chairman if we recognize that Col. Greeley would probably be too busy to take the active leadership in this work.

I would suggest that this be made a permanent committee with continuing functions, as the reclassification law will undoubtedly be revised from time to time and new problems will be arising continually. As the problems of reclassification will be largely scientific, I suggest that the committee be attached to the Office of the Director of Scientific Work and that Mr. Jump be associated in all considerations of the clerical positions.

Sincerely yours,

E. W. Ball

Director.

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April 24, 1923.

File

MAY 1923

Mr. Secretary:

Some time ago I asked several people in the Department for their recommendations as to the members of a proposed committee to handle reclassification matters. The following suggestions have been received:

From Dr. E. D. Ball -
W. W. Stockberger (Chairman), Bureau of Plant Industry.
H. A. Edson, Bureau of Plant Industry.
W. W. Skinner, Bureau of Chemistry.
W. B. Greeley, Forest Service.

From Mr. Reese -
E. D. Ball, Director of Scientific Work
W. W. Skinner, Bureau of Chemistry
W. W. Stockberger, Bureau of Plant Industry
H. E. Allanson, " " "
H. A. Edson, " " "
G. G. Anderson, Forest Service.
C. C. Carroll, Bureau of Animal Industry
A. F. Krueger, Bureau of Agricultural Economics
F. J. Hughes, " " "
L. S. Tenny, " " "
R. M. Reese, Secretary's Office.
P. L. Gladmon, " "

From Dr. Stockberger -
E. D. Ball, Director of Scientific Work (Chairman)
W. A. Jump, Secretary's Office
W. B. Greeley, Forest Service
H. A. Edson, Bureau of Plant Industry
W. W. Skinner, Bureau of Chemistry

From Dr. Skinner -
W. W. Stockberger, Bureau of Plant Industry
W. W. Skinner, Bureau of Chemistry
P. L. Gladmon, Secretary's Office
H. E. Allanson, Bureau of Plant Industry
A. F. Krueger, Bureau of Agricultural Economics.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

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FILED
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May 5, 1923.

MEMORANDUM NO. 432.

Consolidation of Motor Transport Work of the Department of Agriculture in Washington.

The purposes in connection with the distribution of surplus war material for which the garage and repair shop of the Bureau of Public Roads at 1418 E Street, N. W., was organized, having been practically accomplished, this establishment is now available for the use of the Department at large. In order, therefore, to make efficient and economical use of these facilities and to place the motor transport work of the entire Department in Washington on the best possible business basis, all such activities are hereby consolidated, to become immediately effective, under the direction and supervision of the Mechanical Superintendent of the Department. All motor equipment used in Washington, garages, etc., and the personnel engaged in connection therewith, are hereby transferred to the control of the Mechanical Superintendent.

Henry C. Wallace

Secretary.

RECEIVED
OFFICE OF PERSONNEL
OF AGRICULTURE
MAY 14 1923

DEPARTMENT OF AGRICULTURE

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OFFICE OF THE SECRETARY

WASHINGTON, D. C.

May 10, 1923.

MEMORANDUM NO. ____

Designation of Department Classification Officer.

1. In order to handle properly within the Department the activities necessary in connection with the carrying into effect of the provisions of the salary classification Act of 1923, the position of Departmental Personnel Classification Officer is established. Dr. W. W. Stockberger is hereby detailed from the Bureau of Plant Industry to the Office of the Secretary and designated to act in this capacity. here

2. The Classification Officer will be the representative of this Department in the transaction of business with the Personnel Classification Board. He will have supervision of all of the work in the Department incident to the working out of the new Act. He is authorized to call upon chiefs of bureaus for the assignment of the necessary personnel to make up such service staff as may be required, to consist of representatives of the various types of employment represented in the Department, who during the period so detailed will work under the immediate direction of the Classification Officer.

3. The Classification Officer will advise and consult freely with the general officers of the Department, chiefs of bureaus and offices, and other members of the Department staff, all of whom are requested to cooperate in this important work.

4. Chiefs of bureaus necessary are requested to designate a bureau classification officer and ~~two~~ assistants to coordinate and standardize the classification and allocation of positions within the bureau and to maintain contacts on the part of the bureau with the Department Classification Officer. In designating bureau classification officers it is requested that bureau chiefs confer with the Department Classification Officer in order that the most advantageous selections may be made to conduct this fundamental work.

5. In addition to acting as general coordinator and supervisor of all of the classification work done in the separate bureaus of the Department the Classification Officer will act as Chairman of a Departmental Classification Committee, which is hereby established, to be composed of the classification officers of all of the various bureaus and offices.

6. From time to time, as necessary, instructions will be issued by the Department Classification Officer outlining the steps to be taken in connection with the reclassification work, and suggestions from members of the Department as to ways in which the work undertaken can be made more effective will at all times be welcomed.

Secretary.

[illegible] is necessary, instructions will be issued by the Conservation Officer as to steps to be taken to preserve evidence, and prosecutions from members of the Department as to cases of this nature will at all times be welcomed.

eclassification

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 10, 1923.

FILED

Dr. W. W. Stockberger,

Bureau of Plant Industry.

Dear Dr. Stockberger:

I talked with the Secretary this morning and outlined to him briefly the plans you have for conducting the work as Department Classification Officer, as indicated by the memorandum you left with me, and they are satisfactory to him. Here is a draft of the proposed memorandum to be issued. I have a feeling somehow that it is not exactly what ought to be said, but I have been so tied up with other matters that I have not had time to clarify my thoughts on this subject. I wonder now if you, having the whole subject so intimately at heart, will not take it and go over it carefully and without any hesitation whatever make such changes as you believe ought to be there, secure Dr. W. A. Taylor's concurrence of it, inasmuch as it is the final step toward B. P. I. losing your services for a while, and then let me have it back in the form in which you feel it should go out?

Perhaps at the end of it we should add a sentence to the effect that Dr. Edson has been detailed to the Office of the Board. That would be an item of interest to the Department, and being publicly announced in this way probably would be an indication to Dr. Edson himself that the work he is going to do up there is regarded by the Department as a very important service. Above all, be perfectly frank in changing the proposed memorandum. I hope we can get it out without any further delay, as I feel that the Department people ought to know as soon as possible what is to be done. If you and Mr. Reese have decided on a place in which to work perhaps you would want to indicate that in the memorandum for the guidance of the Department people, although, of course, that is not essential and I do not think should delay the memorandum.

The more I think about the matter the more convinced I am that we are very fortunate to be able to have it handled by you in this way, and I assure you you will find everyone here willing to cooperate to the very limit in this important undertaking.

Sincerely yours,

W W J

Administrative Assistant.

Enclosure.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

I talked with the Secretary this morning and outlined to him memorandum to be issued. I have a feeling somehow that it is not

mentioned in this way probably would be an indication to Dr. Mixon himself that the work he is going to do up there is regarded by the

to him as putting the proposed memorandum. I hope we can get it

as soon as possible what is to be done. If you and Mr. decided on a place in which to work perhaps you would want that in the memorandum for the guidance of the Department

The more I think about the matter the more convinced I am that fortunate to be able to have it handled by you in this way, you will find everyone here willing to cooperate to

Sincerely yours,

Return to Administrative Council, 109-A

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

FILE
OCT 16 1936
the Secretary's File Room

May 11, 1923.

MEMORANDUM NO. 433

FILE
P. L. GLADMON.

Designation of Department Classification Officer.

1. In order to handle properly within the Department the activities necessary in connection with the carrying into effect of the provisions of the salary classification Act of 1923, the position of Departmental Personnel Classification Officer is established. Dr. W. W. Stockberger is hereby detailed from the Bureau of Plant Industry to the Office of the Secretary and designated to act in this capacity. Temporarily, the Classification Officer, and his staff, will occupy quarters on the third floor, center, of the main building. (Telephone Br. 94).

2. The Classification Officer will be the representative of this Department in the transaction of business with the Personnel Classification Board. He will have supervision of all of the work in the Department incident to the working out of the new Act. He is authorized to call upon chiefs of bureaus for the assignment of the necessary personnel to make up such service staff as may be required, to consist of representatives of the various types of employment represented in the Department, who during the period so detailed will work under the immediate direction of the Classification Officer.

3. The Classification Officer will advise and consult freely with the general officers of the Department, chiefs of bureaus and offices, and other members of the Department staff, all of whom are requested to cooperate in this important work.

4. Chiefs of bureaus are requested to designate a bureau classification officer and necessary assistants to coordinate and standardize the classification and allocation of positions within the bureau and to maintain contacts on the part of the bureau with the Department Classification Officer. In designating bureau classification officers it is requested that bureau chiefs confer with the Department Classification Officer in order that the most advantageous selections may be made to conduct this fundamental work.

5. In addition to acting as general coordinator and supervisor of all of the classification work done in the separate bureaus of the Department the Classification Officer will act as Chairman of a Departmental Classification Committee, which is hereby established, to be composed of the classification officers of all of the various bureaus and offices.

6. From time to time, as necessary, instructions will be issued by the Department Classification Officer outlining the steps to be taken in connection with the reclassification work, and suggestions from members of the Department as to ways in which the work undertaken can be made more effective will at all times be welcomed.

7. Dr. H. A. Edson of the Bureau of Plant Industry has been detailed to the Personnel Classification Board to assist in the classification of Federal employees in the District of Columbia, with special reference to the personnel of the Department of Agriculture. After the completion of the tentative allocation, now being expedited, he will be occupied with the development of the detailed class specifications, under which the final allocation will be made.

Henry Wallace

Secretary.

Secretary.

WWS/MP

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

WASHINGTON

DRUG, POISONOUS, AND OIL PLANT INVESTIGATIONS

May 11, 1923.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

I am returning herewith the draft of the proposed Memorandum in regard to the classification work of the Department. I feel that the ground is very satisfactorily covered, and this opinion is concurred in by Dr. Taylor. In the text of the draft I have indicated one or two minor changes and suggest, with your approval, the following additions:

Add to Paragraph 1 --"Temporarily, the classification officer, and his staff, will occupy quarters on the third floor, center, of the main building."

New Paragraph No. 7 --"Dr. H. A. Edson of the Bureau of Plant Industry has been detailed to the Personnel ~~of the~~ Classification Board to assist in the classification of Federal employees in the District of Columbia, with special reference to the personnel of the Department of Agriculture. After the completion of the tentative allocation, now being expedited, he will be occupied with the development of the detailed class specifications, under which the final allocation will be made."

Yours very truly,

W W Stockberger

Physiologist in Charge of Drug,
Poisonous and Oil Plant Investigations.

A PROPOSED WORK PROGRAM FOR THE

CLASSIFICATION OFFICER OF THE DEPARTMENT OF AGRICULTURE .

1. The Personnel Classification Board has directed the Department of Agriculture to make a survey of its field service and to make a preliminary survey and tentative allocation of the service entirely situated in the District of Columbia, as of May 15, 1923.

2. A questionnaire has been designed, to be filled out for each regular position at every field office or station; and instructions have been issued which take take of the handling of these questionnaires in the field up to the point of their return to the proper departmental offices in Washington. Forms are being prepared for use in the tentative survey of the personnel in Washington, and the information required by these forms is to be compiled largely from the "Job Classification Sheets" submitted to the Bureau of Efficiency in compliance with the provisions of Executive Order No. 3566, dated October 24, 1921.

3. The "job descriptions" served as a basis for the allocation of the personnel to the appropriate grades established by the Bureau of Efficiency, and were delivered direct to that Bureau by each separate Bureau in this Department without coordination or revision for the purpose of securing uniformity in statement and proper equivalence in the allocation of positions common to two or more bureaus and correcting unequalities between services or responsibilities therein.

4. For the accomplishment of the general coordination and equalization of the classification of the personnel of the Department of Agriculture the following organization under the direction of the Department Classification Officer is proposed:

CLASSIFICATION OFFICER

Secretary
Clerical force

Advisory Council

Service Staff

Professional Service
Subprofessional Service
Clerical, Fiscal and Administrative Service
Custodial Service
Clerical-Mechanical Service

Bureau Classification Committees

5. If this arrangement should be adopted, the detailed steps involved would be substantially as follows:

(a) The Classification Officer for the Department would act (1) as general coordinator of all the classification work done in the separate bureaus of the Department, and (2) as Chairman of a Departmental Classification Committee, to be composed of the Classification Officers of all the Bureaus.

(b) The Advisory Council would be an informal group of the principal officials of the Department including the Administrative Assistant to the Secretary and the Director of Scientific Work, with whom the Classification Officer would advise with respect to important policies.

(c) The Service Staff would be comprised of employees detailed from the various bureaus and selected by reason of special knowledge, ability or experience with the personnel of the service for which they were selected.

(d) Each chief of bureau would be requested to designate a Bureau Classification Officer and two assistants to coordinate and standardize the classification and allocation of positions within the bureau.

The several Bureau Classification Officers would constitute a committee to meet at the call of the Department Classification Officer who would also act as chairman.

General Procedure

6. The organization above outlined would operate as follows:

(a) In each bureau the field questionnaires and the job description sheets would be referred to the Bureau Classification Officer and his assistants. The questionnaires would be thoroughly reviewed by the bureau officers and if necessary revised so as to be fairly comparable as to (1) statement of duties, (2) qualifications required by incumbents, and (3) (in case of the field service) the compensation which ought to be paid. In the case of the Washington personnel the tentative allocations would also be reviewed and titles of incumbents standardized. The field questionnaires and the job descriptions would then be submitted to and approved (after such modification as might be necessary) by the chief of the bureau after which they would be forwarded to the Departmental Classification Officer.

(b) The Departmental Classification Officer would then review the questionnaires and job descriptions submitted by the several bureaus in the department, and revise them for the purpose of securing uniformity of statement for similar classes of positions, and for the further purpose of presenting job statements in standard terminology and form consistent for the entire department. The tentative allocations of positions to services and grades would also be revised for the purpose of securing so far as possible equivalent allocation in the entire department for equivalent lines of work.

7. The programme outlined thus far covers only the two preliminary steps taken by the Personnel Classification Board. The final step to be

taken by the Board prior to the establishment of the classification as of July 1, 1924, is the review and approval of the final allocation of departmental positions to grades. This will amount to (a) the promulgation of rules and regulations to govern allocation, including the publication of such class or illustrative specifications as may be considered necessary, supplements to the grade specifications carried in the Act itself, and (b) the actual review and revision of allocations.

The work of prescribing and defining classes within salary grades, of preparing statements of qualifications and of establishing titles is of major importance in connection with the development and perfection of the classification system for the purpose of improving and standardizing methods of personnel selection. This is a most difficult and complicated task, and one which must be handled with great caution and deliberation if it is to be performed satisfactorily. Since the Personnel Board will undoubtedly develop the class specifications from the job descriptions filed with the Board both in connection with the tentative allocation of positions for estimate purposes (as of May 15, 1923), and in connection with the authorative allocation as of July 1, 1924, it will be necessary for the Department from time to time to alter and amend, to correct and improve both the allocations and the statements for classes of positions as opportunity offers, not only before but also after the date when the Act becomes effective.

by the Board prior to the accomplishment of the classification on July 1, 1924, as the review and approval of the final allocation of departmental positions to grades. This will account to (4) the promulgation of rules and regulations to govern allocation, including the definition of such class or illustrative specifications as may be

the Act itself, and (5) the annual review and revision of allocations.

The work of preparatory and defining classes within salary grades, of preparing examinations of qualifications and of establishing titles is of

classification system for the purpose of improving and standardizing methods of personnel selection. This is a most difficult and complicated task, and one which must be handled with great caution and deliberation if it is to be performed satisfactorily. Since the Personnel Board will unconditionally develop the class specifications from the job descriptions filed with the Board both in connection with the tentative allocation of positions for existing purposes (as of May 15, 1923), and in connection with the tentative allocation as of July 1, 1924, it will be necessary for the Department from time to time to alter and amend, to correct and improve such

[illegible] not only before but also after the date when the Act becomes effective.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR

WASHINGTON, D. C.

May 26, 1923.

Dear Mr. Jump:

With regard to the standard form of lease adopted by the Interdepartmental Board of Contracts and Adjustments:

As to the legal phase, the difference between the new form and the one previously used in this Department is largely a matter of phraseology and was approved by this office.

As to substance, the most salient departure from the old lease is the omission of the termination clause. I was designated by the Chairman of the Board to prepare and submit to the Board a new form of lease for standardization which, after some amendments and additions, was adopted by the Board. I was, in the first instance, and am now, personally in favor of the elimination of the termination clause as being unfair to the lessor but before the matter was finally settled in the Board I submitted the matter to the various bureaus and with but one or two exceptions they opposed the elimination of the clause. My recollection is that the Board, in the first instance, voted against the elimination of the clause but reversed itself at a subsequent meeting. I informed the Board that, until the Secretary of Agriculture had finally passed upon the question, the termination clause would be inserted in our leases if requested by the bureaus, and this has been done. I further suggested to Major Cushing, the Assistant Chairman of the Board, that he officially notify the Secretary of Agriculture, as well as the other Secretaries, of the action of the Board, after which, in the preparation of leases in this Department, we would be guided, of course, by the determination of the Secretary.

Other variations, as to substance, worthy of note are:

(1) The insertion of a clause denying the right of the Government to assign the lease. I do not believe, however, inasmuch as the right to sublet to a "desirable tenant" is provided, that the non-assignability of the lease will work any practicable hardship.

(2) The insertion of a clause to the effect that the landlord shall not be obligated to make repairs where the damage necessitating such

repairs arose from the act or the negligence of the Government's employees.

I attach for your information three letters from the bureaus commenting on the termination clause. The other bureaus informed me verbally of their objection.

Very truly yours,

J L Carr

Member, Interdepartmental
Board, Contracts and Adjustments.

Mr. Carr

UNITED STATES DEPARTMENT OF AGRICULTURE

FOREST SERVICE

ADDRESS REPLY TO
THE FORESTER
AND REFER TO

O
Quarters

WASHINGTON

September 30, 1922.

MEMORANDUM FOR MR. CARR

Dear Mr. Carr:

The Forest Service has at no time felt that the inclusion of the 30-day termination notice had a tendency to increase the rental charge of property covered by leases containing this clause. I am sure that it would be decidedly to the disadvantage of the Forest Service should this clause be omitted from all leases. No lease is entered into by the Forest Service until very careful consideration has been given as to its absolute necessity and because of this the lessors have not had their property thrown back on their hands through early termination of lease. Nevertheless changing conditions not infrequently make it desirable from a business standpoint that an existing lease be terminated before the expiration of the 12-month period, and it would be decidedly to our disadvantage not to have this privilege of termination. On the basis of the foregoing I think it desirable that the 30-day termination clause be included.

Should for certain local reasons the presence of this 30-day notice serve to cause an increase in rent such situation might readily be met by the omission of such clause. Take for instance the Atlantic Building, up until July 1 the Department had a 30-day notice clause in the contract. However the new contract in effect July 1 has a 3-months notice. Similar conditions could be met by similar modification as circumstances warrant.

Very sincerely yours,

Acting Forester.

United States Department of Agriculture,
Bureau of Plant Industry.

M

Office of Chief of Bureau.

Washington, D. C., October 4, 1922.

Mr. J. L. Carr,

Office of the Solicitor.

Dear Mr. Carr:

Referring to your letter of September 21, we believe that the thirty day cancellation clause could well be eliminated from the standard form of lease to be used by the various Departments. Undoubtedly this limitation is a factor in determining the amount of rentals. The larger portion of our leases, however, are with the individuals and associations alike interested with us in the results of the investigative work and, accordingly, the rental usually is nominal.

Very truly yours,

W. A. Taylor

Chief of Bureau.

Mr. J. L. Carr,

Returning to your letter of September 21, we believe that the thirty day cancellation clause could well be eliminated from

Understandably this limitation is a factor in determining the amount of rentals. The larger portion of our leases, however, are with the individuals and associations alike interested with us in the results of the investigative work and, accordingly, the rental usually is no less.

Very truly yours,

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PUBLIC ROADS

WASHINGTON, D. C.

IN YOUR REPLY PLEASE

REFER TO FILE No. B-1

October 16, 1922.

MEMORANDUM FOR MR. CARR, SOLICITOR'S OFFICE:

Dear Mr. Carr:

Reference is made to your memorandum of September 21 stating that the Interdepartmental Board of Contracts and Adjustments is preparing a standard form of lease to be used by the various departments of the Government from which will be omitted the clause giving the Government the right to terminate the lease upon thirty days notice. You state that the reason for omitting this clause is that it was believed by the Committee that such a clause has a tendency to increase the rental to be paid by the Government. You ask for an expression of opinion upon this matter.

The clause in the lease form being used by this Department giving the Government the right to terminate the lease upon thirty days notice has, I believe, proved beneficial to this Bureau in several instances. For instance, it was found advisable, and in some cases necessary, to change the location of some of the field offices of the Bureau, and in such cases it was an easy matter to give the specified thirty days notice and make the contemplated shift. In this connection I might mention that it was determined advisable to do away with the District office at Missoula, Montana, and have that State added to the District with headquarters in Portland, Oregon. The District Office at Missoula at the time was occupying office space at an annual rental of $3600 which was terminated under the thirty day clause and other space secured at an annual rental of $1920 to accomodate the reduced force which is being retained in Missoula for the purpose of handling work in that State under the District office of Portland. There have been a number of instances that might be mentioned where shifts of office space to the advantage of the Government in the matter of annual rentals has been made possible by the thirty day clause at an earlier date than otherwise would have been possible. I do not know, however, whether the inclusion of this clause has increased the rental rate which the Government has paid, but my impression is that it has not. I will state that in a few instances the landlords have insisted that they be given a similar right, and we have done that in some instances. In other instances where the landlords insisted the 30 day provision has been eliminated.

Very truly yours,

L. I. Hoyt

Member, Departmental Board of Contracts & Adjustments.

Circular No. 47.

TREASURY DEPARTMENT
Bureau of the Budget
Washington

Copies of all Bureau of the Budget circulars are sent you for your information.

When action by you is required specific instructions will be given.

November 22, 1921.

R. M. REESE,
Chief Clerk.

TO THE HEADS OF DEPARTMENTS AND ESTABLISHMENTS:

1. Without limiting in any manner the jurisdiction or authority of heads of executive departments and independent establishments over the subject matter of Government contracts, as the same is now defined by law, but for the purpose of standardizing contract forms, securing the adoption of uniform policies as regards construction work and uniform practices of interpretation and negotiations both preceding and following the actual execution of such contracts; there is hereby established in the Office of the Chief Coordinator, General Supply, a board to be known as the Interdepartmental Board of Contracts and Adjustments, the members and functions of which Board shall be as follows:

2. The head of each executive department, including the Department of Justice, shall organize a department board made up of one representative of each bureau having the independent right to enter into contracts on behalf of the United States. Such department board shall recommend policies to control in the standardization of contracts within such department. They shall choose from their number a chairman and any other necessary officers.

3. The chairmen of the several department boards, together with a representative designated by the head of any independent establishment now authorized by law to enter into important contracts, and the

Chief Coordinator, General Supply, shall constitute the Interdepartmental Board of Contracts and Adjustments, and shall serve without additional compensation.

4. This Board shall be presided over by a chairman who shall be the representative of the Secretary of the Treasury. The chairman shall, upon being advised of the complete membership, call the members of the Board together for purposes of organization. The Board shall adopt such by-laws and appoint such committees and subcommittees as may be deemed advisable and necessary to accomplish the end sought.

5. The functions of this Board shall be:

First, to standardize in general, wherever possible, the forms and methods of contract letting to the end that a uniform policy on the part of the Government may control the making of such contracts, and with a further view to such changes in the form thereof as will tend to enlist the interest of the contractor on behalf of economy and promptness of execution, and eliminate those uncertainties of construction and hazards to be assumed by the contractor which have hitherto operated to increase the cost of Government work and supplies.

Second, to recommend general policies in the settlement of outstanding obligations arising out of contracts of the United States, such as methods of determining and enforcing damages, of settling disputes as to questions of fact, and of determining the final compensation of contractors.

Third, in an advisory capacity and when requested by the head of any department or establishment, or his representative upon the Board;

(a) To review and revise important contracts and agreements made or about to be made on behalf of the United States.

(b) To advise officers authorized to contract and operating under contract as to the proper interpretation of contracts in process of execution.

(c) To assist in the negotiation of important contracts and agreements relating to personal services, supplies, or construction work.

6. The chairman of the Board is charged with the responsibility for the efficient working thereof and for its development along the practical lines above indicated, and in such other ways as may become apparent after full study of the situation by the Board or any committee thereof. After a full discussion of any question by the Board and a full opportunity to the members to be heard thereon, the decision of the chairman will be final as to the action to be taken or the policy to be pursued. But any member may appeal therefrom to the head of his department or establishment, who shall have final authority in the matter. The chairman of the Board may detail an assistant to sit with the Board to represent him in matters of routine.

By direction of the President:

CHARLES G. DAWES

Director of the
Bureau of the Budget.

OFFICE OF
THE SECRETARY OF AGRICULTURE

5/31/43

W

Does Lane anywhere a list of all representations of this Dept on various Coordinating boards?

WAS

JUN 6 19

April [illegible], 1923.

LIST OF COORDINATORS.

Budget Officer. . . . . .W. A. Jump
(Director of Purchases and Sales. . . . . .H. M. Reese
(Executive Assistant. . . . . .J. M. Locknane

Representatives on Boards:
Federal Purchase Board . . . . . .H. M. Reese
Motor Transport (D.C.) . . . . . .H. L. Swenson
Traffic. . . . . .E. E. Forbes
Specifications . . . . . (S. A. Postle
(F. E. Meloy
(T. Warren Allen
Real Estate. . . . . .H. V. Bailey
(J. L. Carr
Contracts. . . . . (L.E.Boyken or W.J.Lear
(Paul D. Kelleter

Telephones . . . . . G. W. Conner
Conference on Printing . . . . . F. H. Russell

Committees (Department representatives).
Forage . . . . . .G. C. Wheeler
Automobile tires & tubes . . . . . .H. L. Swenson
Lumber . . . . . .H. K. Helphenstine
(Chairman)

Area Representatives, Motor Transport:

1. A. F. Burgess	Entomology	Melrose Highlands, Mass.
2. W. H. Stanton	Bureau of Agricultural Economics	204 Franklin St., New York City
3. Thos.H.MacDonald	Public Roads	Washington, D.C.
4. A. E. Loder	"	Montgomery, Alabama
5. J. T. Voshell	"	P.O.Bldg., So. Chicago, Illinois.
6. " " "	"	" " " " "
7. J.C.Wonders	"	Court House, Omaha, Nebr.
8. A. R. Losh	"	1912 Farmers & Mechanics Bank Bldg., Fort Worth, Texas.
9. L. T. Hewes	"	886 Mills Bldg., San Francisco California.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

F

June 4, 1923.

MEMORANDUM NO. 435

FILED
OCT 16 1926 W

Bureau Classification of Expenditures from Departmental Appropriations.

During the fiscal year 1924, maintenance in the bureaus of independent ledger records of the General Accounting Office expenditure classifications paralleling the records accumulated in the disbursing office will be optional.

Memorandum No. 387 of July 1, 1922, is modified accordingly.

Henry Wallace

Secretary.

RECEIVED
OFFICE OF PERSONNEL
JUN 6 1923

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
OCT 12 1925
in the Secretary's File Room

June 8, 1923.

MEMORANDUM NO. 436.

FILE
P.L. CLAMON

Changes in Departmental Organization, Effective July 1, 1923.

Pursuant to the provisions contained in the Agricultural Appropriation Act for the fiscal year 1924, the following changes in Departmental organization are hereby ordered to become effective July 1, 1923:

(1) There is established in the Office of the Secretary the Office of the Director of Extension Work. The Director of Extension Work shall have general direction and supervision of all extension activities of the Department.

(2) The Editorial, Press Service, Illustrations, Distribution, and Addressing, Duplicating and Mailing Sections are transferred to the Office of the Secretary under the direction of an Assistant in Charge.

(3) The Office of Exhibits and the Office of Motion Pictures are transferred to the Office of the Director of Extension Work.

(4) The Office of Cooperative Extension Work is transferred to the Office of the Director of Extension Work.

(5) The Office of Experiment Stations is transferred to the Office of the Director of Scientific Work.

(6) The present Office of Home Economics will become the Bureau of Home Economics.

(7) The States Relations Service and the Division of Publications as such will be abolished at the termination of June 30, 1923, the units comprising these organizations being covered by the changes above indicated.

Henry Wallace

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO. _____.

Changes in Departmental Organization, Effective July 1, 1923.

Pursuant to the provisions contained in the Agricultural Appropriation Act for the fiscal year 1924, the following changes in Departmental organization are hereby ordered to become effective July 1, 1923:

(1) There is established in the Office of the Secretary the Office of the Director of Extension Work. The Director of Extension Work shall have general direction and supervision of all extension activities of the Department.

(2) The Editorial, Press Service, Illustrations, Distribution, and Addressing, Duplicating and Mailing Sections ~~of the Division of Publications~~ are transferred to the Office of the Secretary under the direction of an Assistant in Charge.

(3) The Office of Exhibits and the Office of Motion Pictures, ~~at present in the Division of Publications,~~ are transferred to the Office of the Director of Extension Work.

(4) The Office of Cooperative Extension Work ~~at present in the States Relations Service~~, is transferred to the Office of the Director of Extension Work.

(5) The Office of Experiment Stations ~~at present in the States Relations Service~~, is transferred to the Office of the Director of Scientific Work.

(6) The present Office of Home Economics ~~of the States Relations Service~~ will become the Bureau of Home Economics.

(7) The States Relations Service and the Division of Publications as such will be abolished at the termination of June 30, 1923, the units comprising these organizations being covered by the changes above indicated.

Secretary.

Fo

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

May , 1923.

MEMORANDUM NO._____.

Changes in Departmental Organization, Effective July 1, 1923.

Pursuant to the provisions contained in the Agricultural Appropriation Act for the fiscal year 1924, the following changes in Departmental organization are hereby ordered to become effective July 1, 1923:

(1) There is established in the Office of the Secretary

(a) The Office of the Director of Extension Work. The Director of Extension Work shall have general direction and supervision of all extension activities of the Department.

(b) The Office of Exhibits and the Office of Motion Pictures are transferred to and will become a part of the Office of the Director of Extension Work.

(c) The Office of Experiment Stations, at present a branch of the States Relations Service, is transferred to the Office of the Director of Scientific Work.

(d) There is created an Office of Editorial and Distribution Work under the direction of an Assistant in Charge. This office will include the Press Service of the Department and the present Editorial, Illustrations, Distribution, and Addressing, Duplicating and Mailing Sections of the Division of Publications.

(2) The present Office of Home Economics of the States Relations Service will become the Bureau of Home Economics.

(3) The States Relations Service and the Division of Publications as such will be abolished at the termination of June 30, 1923, the units comprising these organizations being covered by the changes above indicated.

Secretary.

Fo

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May , 1923.

Remit & return this one WAL

MEMORANDUM NO._____.

Changes in Departmental Organization, Effective July 1, 1923.

Pursuant to the provisions contained in the Agricultural Appropriation Act for the fiscal year 1924, the following changes in Departmental organization are hereby ordered to become effective July 1, 1923:

(1) There is established in the Office of the Secretary:

(a) The Office of the Director of Extension Work. The Director of Extension Work shall have general direction and supervision of all extension activities of the Department.

(b) The Office of Exhibits and the Office of Motion Pictures are transferred to and will become a part of the Office of the Director of Extension Work.

(c) The Office of Experiment Stations, at present a branch of the States Relations Service, is transferred to ~~and will become a part of~~ the Office of the Director of Scientific Work.

(d) There is created an Office of Editorial and Distribution Work under the direction of an Assistant in Charge. This office will include the Press Service of the Department and the present Editorial, Illustrations, Distribution, and Addressing, Duplicating and Mailing Sections of the Division of Publications.

(2) The present Office of Home Economics of the States Relations Service will become the Bureau of Home Economics. ~~This branch will have a status similar to that of the other bureaus of the Department.~~

(3) The States Relations Service and the Division of Publications as such will be abolished at the termination of June 30, 1923, the units comprising these organizations being covered by the changes above indicated.

Secretary.

WASHINGTON

May , 1939.

Memorandum No. _____

Subject: Departmental Organization, Effective July 1, 1939.

Pursuant to the provisions contained in the appropriation act for the fiscal year 1939, the following changes in departmental organization are hereby ordered to become effective July 1, 1939:

(1) There is established in the Office of the Secretary:

(a) The Office of the Director of Extension Work. The Director of Extension Work shall have general direction and supervision of all extension activities of the Department.

(b) The Office of Exhibits and the Office of Motion Pictures are transferred to and will become a part of the Office of the Director of Extension Work.

(c) The Office of Experiment Stations, at present a bureau of the States Relations Service, is transferred to and will become part of the Office of the Director of Scientific Work.

(d) There is created an Office of Editorial and Distribution Work under the direction of an Assistant to the Secretary. This office will include the Press Service of the Department and the present Editorial, Illustrations, Distribution, and Indexing, Duplicating and Mailing Sections of the Division of Publications.

(2) The present Office of Home Economics of the States Relations Service will become the Bureau of Home Economics. This bureau will continue to exist as one of the major bureaus of the Department.

(3) The States Relations Service and the Division of Publications as such will be abolished at the termination of June 30, 1939, the functions being covered by the above [illegible].

Secretary.

OFFICE OF THE ASSISTANT S ETARY

MEMORANDUM

RECEIVED
TIME
MAY 21 1923
Office of the Secretary

OF AGRICULTUR
HE SECRETARY
GTON, D. C.

May 17, 1923.

UM NO.

Mr. Jump:

I will be glad to talk this over if these suggestions do not meet with your entire approval.

If a Director of Extension is not chosen or on the job by July 1 I believe the Secretary should send another memo, appointing me Acting Director until he is chosen.

Chas. Pugsley

ntal Organization,
1, 1923.

contained in the Agricultural Ap-
ar 1924, the following changes in
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Home Economics of the States Relations Service will become the Bureau of Home Economics. This branch will have ~~the~~ a status similar to that of the other bureaus of the Department.

(6) The States Relations Service and the Division of Publications as such will be abolished at the termination of June 30, 1923, the units comprising these organizations being covered by the changes above indicated.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

May 17, 1923.

MEMORANDUM NO._____.

Changes in Departmental Organization,
Effective July 1, 1923.

Pursuant to the provisions contained in the Agricultural Appropriation Act for the fiscal year 1924, the following changes in Departmental organization are hereby ordered to become effective July 1, 1923:

There is established in the Office of the Secretary -

(1) The Office of the Director of Extension Work. The Director of Extension Work shall have general direction and supervision of all extension activities of the Department.

(2) ~~There is established in the Office of the Secretary and attached to the Office of the Director of Extension Work the Extension Service.~~ The Office of Exhibits and the Office of Motion Pictures are transferred to and will become a part of the Extension ~~Service,~~ work of the Director

(3) The Office of Experiment Stations, at present a branch of the States Relations Service, is transferred to ~~the Office of the Secretary~~ and ~~attached~~ to the Office of the Director of Scientific Work. and becomes a part

(4) There is established in the Office of the Secretary an Office of Editorial and Distribution Work under the direction of an Assistant in Charge. This office will include the Press Service of the Department and the present Editorial, Illustrations, Distribution, and Addressing, Duplicating and Mailing Sections of the Division of Publications.

(5) The present Office of Home Economics of the States Relations Service will become the Bureau of Home Economics. This branch will have ~~the~~ a status similar to that of the other bureaus of the Department.

(6) The States Relations Service and the Division of Publications as such will be abolished at the termination of June 30, 1923, the units comprising these organizations being covered by the changes above indicated.

Secretary.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 28, 1923.

Mr. P. L. Gladmon,

Chief Personnel Officer.

Dear Mr. Gladmon:

The Secretary directs that the necessary papers be issued covering the transfer from the Forest Service to the Office of the Secretary as Director of Purchases and Sales of Paul D. Kelleter at $4,500, effective July 1, 1923. His salary for the present should be paid from the miscellaneous roll of the Office of the Secretary.

Mr. Kelleter has been employed in the Forest Service since July 1, 1903, and at different times has been Forest Assistant, Forest Supervisor, Forest Examiner, and at present has the title of Forest Inspector. During recent years he has been principal aid to the Assistant Forester in charge of operation, handling especially the business and financial management of the Service, fire protection, permanent improvement work, etc. He has had charge of the purchasing system in the Forest Service, which is very complex and has very peculiar requirements, involving the supplying of many field stations, field parties, etc. In addition to being a graduate of a business school, he is a graduate of Washington University, St. Louis, with the degree A. B., and of the Yale Forest School, with the degree M. F.

After a careful survey of all of the people in the Department who might be assigned the duty of coordinating and supervising the purchasing and sales work under the provisions of the Executive Order of July 27, 1921 (Budget Bureau Circular No. 15), Mr. Kelleter seems by far to be the best fitted man for this work. His transfer is approved by the Secretary in accordance with the terms of a memorandum which I have written today to Mr. Sherman, a copy of which is attached, and should be made a matter of record, since it contains certain provisions dealing with the future. The transfer of Mr. Kelleter and his designation as Director of Purchases and Sales for the Department constitutes, of course, a decided change in his duties and his assignment to work involving much greater responsibility than the position he has held heretofore.

Sincerely yours,

(Sgd) W. A. Jump

Administrative Assistant.

Concurred in:

(Sgd) E. A. Sherman

Acting Forester.

Enclosure.

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MEMORANDUM NO. _____

Bureau Classification of Expenditures from Departmental Appropriations.

During the fiscal year 1924, maintenance in the bureaus of independent ledger records of the General Accounting Office expenditure classifications paralleling the records accumulated in the disbursing office will be optional.

Memorandum No. 387 of July 1, 1922, is modified accordingly.

Secretary.

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DEPARTMENT OF AGRICULTURE

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 14, 1923.

MEMORANDUM NO. 437.

Appointment of Director of Purchases and Sales.

Effective July 1, 1923, Paul D. Kelleter, now a member of the Forest Service, is appointed Director of Purchases and Sales for the Department. In this capacity, pursuant to Executive Order of July 27, 1921 (Bureau of the Budget Circular No. 15), Mr. Kelleter will be responsible for the general direction and coordination of the purchase and sales activities of the Department in Washington and in the field. Mr. Kelleter will also act as the representative of this Department on the Federal Purchasing Board.

James M. Lockhane will act as Assistant to Mr. Kelleter.

Henry C. Wallace
Secretary.

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JUN 18 19

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

F

June 12, 1923.

MEMORANDUM NO. ___

Appointment of Director of Purchases and Sales.

Effective July 1, 1923, Paul D. Kelleter, now a member of the Forest Service, ~~will assume the duties of~~ is appointed Director of Purchases and Sales for the Department. In this capacity, pursuant to Executive Order of July 27, 1921 (Bureau of the Budget Circular No. 15), Mr. Kelleter will be responsible for the general direction and coordination of the purchase and sales activities of the Department in Washington and in the field. Mr. Kelleter will also act as the representative of this Department on the Federal Purchasing Board.

James M. Locknane will act as Assistant to Mr. Kelleter.

Secretary.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 12, 1923.

July 27, 1921

MEMORANDUM NO._____.

Appointment of Director of Purchases and Sales.

Effective July 1, 1923, ~~Mr.~~ Paul D. Kelleter, now a member of the Forest Service, will assume the duties of Director of Purchases and Sales for the Department. In this capacity, pursuant to Executive Order of ~~August 28, 1919~~, (Bureau of the Budget Circular No. 15), Mr. Kelleter will be responsibile for the general direction and coordination of the purchase and sales activities of the Department in Washington and in the field.

Mr. Kelleter will also act as the Department ~~representative~~ representative of the on the Federal Purchase Board.

~~James~~ James M. Locknane will act as Assistant to Mr. Kelleter ~~in this work~~.

Secretary.

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JUN 18 1923

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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June 6, 1923.

Memorandum No. _____.

Appointment of Director of Purchases and Sales.

Effective July 1, 1923, Mr. Paul D. Kelleter, ~~formerly~~ now a member of the Forest Service, will assume the duties of Director of Purchases and Sales for the Department, pursuant to Executive Order of August 28, 1919, (Bureau of the Budget Circular No. 15). In this capacity Mr. Kelleter will ~~supervise and coordinate~~ be responsible for the general direction and coordination of the purchases and sales activities of the Department in Washington and in the field. ~~All members of the Department are requested to cooperate in this work.~~

Secretary.

Mr. Kelleter will also act as the Asst Secretary on the Federal Purchase Board.

Mr. Lowman will act as assistant to Mr. Kelleter in this work.

RECEIVED
JUN 18

June 2, 1923.

, formerly of the Forest Service

MEMORANDUM OF THE SECRETARY

Memorandum No. . Appointment of Director of Purchases and Sales.

Pursuant to Executive Order of August 28, 1919, and Bureau of the Budget Circular No. 15, ~~there is hereby established in the Department of Agriculture the position of Director of Purchases and Sales,~~ effective July 1, 1923. Mr. Paul D. Kelleter will assume the duties of ~~this position~~ and be responsible for the general direction and coordination of the purchases and sales activities of the Department in Washington and in the field.

In this capacity Mr. Kelleter

Director of Purchases and Sales for the Dept.;

Secy

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OFFICE OF PERSONNEL
JUN 18 1923

DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C.

Please return to
the Secretary's File Room

June 15, ~~May 16~~, 1923.

MEMORANDUM NO. 438

Preparation of the Monthly Crop Reports of the Bureau of Agricultural Economics.

The orders governing the preparation of the monthly crop reports of the Bureau of Agricultural Economics, revised to February 16, 1916, are hereby amended to read as follows:

(1) A schedule of dates upon which crop estimates will be issued shall be made up by the Chief or Acting Chief of the Bureau of Agricultural Economics and submitted to the Secretary of Agriculture for approval and publication on or before January 1 of each year.

(2) Data relating to acreage, condition, yield, or quality of cotton, corn, wheat, and oats shall be termed "speculative", and these crops called "speculative crops." Other data and other crops shall be termed "non-speculative."

(3) The following classes of correspondents will send their reports directly to the Division of Crop and Live Stock Estimates of the Bureau of Agricultural Economics for tabulation:

County crop reporters
Township crop reporters
Individual farmers
Cotton ginners (Census Bureau)
Bureau special correspondents

The schedules sent in by the foregoing lists of crop reporters will be tabulated in the Tabulating and Computing Section of the Division of Crop and Live Stock Estimates of the Bureau of Agricultural Economics, and must be carefully safeguarded from the time they are received until the crop report is issued.

In order to prevent the possibility of collusion among any of the employees engaged in the tabulation of these schedules, or of any employee drawing deductions from the results shown for any State or States tabulated by him, the following method shall be employed in dealing with speculative crops in States of relatively large production:

(a) After the schedules have been tabulated on the sheets for the respective States, the figures thereon shall be added for each crop repre-

sented, so as to show a total for only a portion of the sheet, omitting a group of important counties. As rapidly as such totals are made the sheets shall be handed to the official in charge of the division.

(b) The official in charge will then number the tabulation sheets at the top (where the names of the States to which they relate are written) and at the bottom (where there is nothing to indicate the States to which they relate), using the same number at both the top and the bottom of the sheet. He will then place these numbers on a separate sheet on his desk, without making any memorandum to show the States to which they pertain, but for the purpose of avoiding the use of the same number on sheets relating to different States.

(c) The official in charge shall then cut the tabulation sheets into two parts, so that the partial total will be at the top of the lower part and so that no names of counties will appear thereon. In order to do this, it will be necessary to cut the sheet so that the names of all counties will be on the upper part of the sheet, although the figures for some of the counties will of course appear on the lower part..

(d) He shall immediately deliver the upper part, upon which the name of the State is written to the Statistician in Charge of the Division of Crop and Live Stock Estimates, of the Bureau of Agricultural Economics.

(e) The official in charge shall then issue the lower parts of the tabulation sheets to other clerks than those by whom they were tabulated and partially added, who will make the final additions and compute the average thereon. As rapidly as they are completed by the clerks, the official in charge will deliver them to the Statistician in Charge of the Division, who will assign the figures to the proper States to which they pertain by means of the numbers placed on the top and at the bottom of the sheets before they were cut in two.

(f) The tabulation of all schedules relating to cotton in Texas and Georgia will be delivered by the official in charge of the Tabulating and Computing Section, as soon as completed, to the Secretary or Acting Secretary of Agriculture, who will keep said sheets in a locked receptacle until the morning of the date upon which the Bureau's cotton report is issued, when they will be delivered to the Chairman of the Crop Reporting Board by the Secretary, or Acting Secretary, or Administrative Assistant to the Secretary.

(4) Reports of Agricultural Statisticians in the Field.

(a) Agricultural Statisticians in the field shall inclose their reports relating to what are known as speculative crops in separate envelopes from the reports on other (non-speculative) crops. The envelopes

containing the first class of reports shall be addressed in red ink, either printed or written, to the Secretary of Agriculture, and shall have the inscription (also in red ink) "Special A", prominently marked thereon.

(b) Agricultural Statisticians shall forward their regular monthly reports on non-speculative crops in envelopes addressed to the Secretary of Agriculture in red ink, printed or written, which shall be identified by the inscription "Special B", prominently marked thereon.

(c) In order to prevent access to such reports relating to speculative crops by any person connected with the Bureau of Agricultural Economics prior to the date to which they relate, or the possibility of premature information being derived therefrom, an arrangement with the postal authorities has been made to separate letters addressed in red ink to the Secretary of Agriculture, marked "Special A", or "Special B", from other mail as soon as received in Washington, to deliver the envelopes to the Administrative Assistant to the Secretary of Agriculture, or to his assistant, who shall immediately initial them and mark thereon the date and hour of receipt. The Administrative Assistant, or his Assistant, will immediately place the envelopes marked "Special A",and without breaking the seals thereof, in the locked receptacle in the office of the Secretary, where the envelopes will remain, sealed until the time arrives for their use by the Crop Reporting Board in preparing the crop estimates. The envelopes marked "Special B" will be immediately delivered to the Statistician in Charge of the Division of Crop and Live Stock Estimates for use in preparing estimates regarding the crops to which they relate, in advance of the date on which the Bureau's report is issued.

(d) The key for opening the receptacle in which the sealed reports of the Agricultural Statisticians of the Bureau of Agricultural Economics are kept in the office of the Secretary shall be in the possession of the Administrative Assistant to the Secretary of Agriculture and will be used by him only, or by the Secretary or Acting Secretary of Agriculture.

(e) The reports of Agricultural Statisticians shall not be removed from the receptacle and their seals broken until the morning of the date on which the report is issued, when they will be delivered to the Chairman of the Crop Reporting Board by the Administrative Assistant to the Secretary, or by the Secretary or Acting Secretary of Agriculture.

(f) Reports on prices, being of a non-speculative character, even though they may relate to speculative crops, will in all cases be forwarded in "Special B" envelopes.

(5) Telegraphic reports:

(a) Telegraphic reports of the Agricultural Statisticians of the Bureau of Agricultural Economics regarding cotton and other speculative crops must be addressed to the "Secretary, Agriculture, Washington, D.C.", and begin with the words "Special A". Those relating to non-speculative

crops should be addressed to "Crop Reporting Board, Agriculture, Washington". The secret code of the Division of Crop and Live Stock Estimates must be used.

(b) Telegraphic reports addressed to the Secretary of Agriculture will be placed by the Department telegraph operator in sealed envelopes especially marked for that purpose and delivered to the Administrative Assistant, who will place the envelopes, unopened, in the locked receptacle in the office of the Secretary, where they will remain until the morning of the date on which the Bureau report is issued, when they will be delivered to the Chairman of the Crop Reporting Board in the same manner as written reports.

(c) Telegraphic reports regarding non-speculative crops addressed to "Crop Reporting Board, Agriculture, Washington", will be delivered immediately to the Statistician in Charge of the Division of Crop and Live Stock Estimates of the Bureau of Agricultural Economics, and may be used as received by him in the preparation of reports on non-speculative crops but such reports shall not be published or given out prior to the date fixed in advance for the issuance of the report.

(6) Crop Reporting Board:

(a) The preparation of the crop reports each month will be made by a Crop Reporting Board, composed of a Chairman and a Vice-Chairman, who shall have been nominated by the Chief of the Bureau of Agricultural Economics and approved by the Secretary of Agriculture, and three or more additional statisticians, whose services will be brought into requisition each crop report day by selection by the Chief of the Bureau of Agricultural Economics, from the statisticians and officials of the Bureau in Washington, and such Agricultural Statisticians of the Bureau in the field, as may be ordered to Washington for that purpose.

(b) On the days on which the reports of the Crop Reporting Board are issued, precautions will be taken to prevent any communication between those engaged in the preparation of the report, and anyone outside prior to the issuance of the report.

(c) The Crop Reporting Board will hold its sessions in the Board room of the Division of Crop and Live Stock Estimates on the third floor of the building located at 200 14th St., S.W., and the clerks, stenographers, and others engaged in assisting the Board will occupy the adjoining offices on the same floor. No one not assisting immediately in the preparation of the report will be allowed in these rooms except by permission of the Secretary of Agriculture or the Chief of the Bureau of Agricultural Economics, and no communication between these rooms and anyone outside will be permitted while the Crop Reporting Board is in session, except that additional reports may be sent into these rooms.

(d) While the Crop Reporting Board is in session, all outer doors

of the rooms occupied by the Board and its assistants shall be locked and guards stationed at the entrance, and no one shall be allowed to leave these rooms until the release of the report.

(e) The final computations for the United States relating to non-speculative crops may be made by computers and clerks under the direction of the official in charge of the Tabulating and Computing Section.

(7) All telephones, dictographs, and other means of outside communication in aforesaid rooms occupied by the Board and its assistants shall be disconnected before the Crop Reporting Board meets on the day on which the crop report is issued and shall so remain until after its issuance.

(8) Upon the completion of any report by the Crop Reporting Board, a copy of it must be signed by each member of the Board and approved by the Secretary or Acting Secretary of Agriculture before its release.

(9) The reports shall be released by the Chairman of the Board in Room 411, Beiber Building, at the hour and minute specified in the regulations of the Secretary governing the issuance of Crop Reports, as mentioned in Section 1 of this memorandum.

Henry A. Wallace

Secretary.

DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

May 16, 1923.

MEMORANDUM NO._____

Preparation of the Monthly Crop Reports of the Bureau of Agricultural Economics.

The orders governing the preparation of the monthly crop reports of the Bureau of Agricultural Economics, revised to February 16, 1916, are hereby amended to read as follows:

(1) A schedule of dates upon which crop estimates will be issued shall be made up by the Chief or Acting Chief of the Bureau of Agricultural Economics and submitted to the Secretary of Agriculture for approval and publication on or before January 1 of each year.

(2) Data relating to acreage, condition, yield, or quality of cotton, corn, wheat, and oats shall be termed "speculative", and these crops called "speculative crops." Other data and other crops shall be termed "non-speculative."

(3) The following classes of correspondents will send their reports directly to the Division of Crop and Live Stock Estimates of the Bureau of Agricultural Economics for tabulation:

County crop reporters
Township crop reporters
Individual farmers
Cotton ginners (Census Bureau)
Bureau special correspondents

The schedules sent in by the foregoing lists of crop reporters will be tabulated in the Tabulating and Computing Section of the Division of Crop and Live Stock Estimates of the Bureau of Agricultural Economics, and must be carefully safeguarded from the time they are received until the crop report is issued.

In order to prevent the possibility of collusion among any of the employees engaged in the tabulation of these schedules, or of any employee drawing deductions from the results shown for any State or States tabulated by him, the following method shall be employed in dealing with speculative crops in States of relatively large production:

(a) After the schedules have been tabulated on the sheets for the respective States, the figures thereon shall be added for each crop repre-

sented, so as to show a total for only a portion of the sheet, omitting a group of important counties. As rapidly as such totals are made the sheets shall be handed to the official in charge of the division.

(b) The official in charge will then number the tabulation sheets at the top (where the names of the States to which they relate are written) and at the bottom (where there is nothing to indicate the States to which they relate), using the same number at both the top and the bottom of the sheet. He will then place these numbers on a separate sheet on his desk, without making any memorandum to show the States to which they pertain, but for the purpose of avoiding the use of the same number on sheets relating to different States.

(c) The official in charge shall then cut the tabulation sheets into two parts, so that the partial total will be at the top of the lower part and so that no names of counties will appear thereon. In order to do this, it will be necessary to cut the sheet so that the names of all counties will be on the upper part of the sheet, although the figures for some of the counties will of course appear on the lower part.

(d) He shall immediately deliver the upper part, upon which the name of the State is written to the Statistician in Charge of the Division of Crop and Live Stock Estimates, of the Bureau of Agricultural Economics.

(e) The official in charge shall then issue the lower parts of the tabulation sheets to other clerks than those by whom they were tabulated and partially added, who will make the final additions and compute the average thereon. As rapidly as they are completed by the clerks, the official in charge will deliver them to the Statistician in Charge of the Division, who will assign the figures to the proper States to which they pertain by means of the numbers placed on the top and at the bottom of the sheets before they were cut in two.

(f) The tabulation of all schedules relating to cotton in Texas and Georgia will be delivered by the official in charge of the Tabulating and Computing Section, as soon as completed, to the Secretary or Acting Secretary of Agriculture, who will keep said sheets in a locked receptacle until the morning of the date upon which the Bureau's cotton report is issued, when they will be delivered to the Chairman of the Crop Reporting Board by the Secretary, or Acting Secretary, or Administrative Assistant to the Secretary.

(4) Reports of Agricultural Statisticians in the Field.

(a) Agricultural Statisticians in the field shall inclose their reports relating to what are known as speculative crops in separate envelopes from the reports on other (non-speculative) crops. The envelopes

containing the first class of reports shall be addressed in red ink, either printed or written, to the Secretary of Agriculture, and shall have the inscription (also in red ink) "Special A", prominently marked thereon.

(b) Agricultural Statisticians shall forward their regular monthly reports on non-speculative crops in envelopes addressed to the Secretary of Agriculture in red ink, printed or written, which shall be identified by the inscription "Special B", prominently marked thereon.

(c) In order to prevent access to such reports relating to speculative crops by any person connected with the Bureau of Agricultural Economics prior to the date to which they relate, or the possibility of premature information being derived therefrom, an arrangement with the postal authorities has been made to separate letters addressed in red ink to the Secretary of Agriculture, marked "Special A", or "Special B", from other mail as soon as received in Washington, to deliver the envelopes to the Administrative Assistant to the Secretary of Agriculture, or to his assistant, who shall immediately initial them and mark thereon the date and hour of receipt. The Administrative Assistant, or his Assistant, will immediately place the envelopes marked "Special A",and without breaking the seals thereof, in the locked receptacle in the office of the Secretary, where the envelopes will remain, sealed until the time arrives for their use by the Crop Reporting Board in preparing the crop estimates. The envelopes marked "Special B" will be immediately delivered to the Statistician in Charge of the Division of Crop and Live Stock Estimates for use in preparaing estimates regarding the crops to which they relate, in advance of the date on which the Bureau's report is issued.

(d) The key for opening the receptacle in which the sealed reports of the Agricultural Statisticians of the Bureau of Agricultural Economics are kept in the office of the Secretary shall be in the possession of the Administrative Assistant to the Secretary of Agriculture and will be used by him only, or by the Secretary or Acting Secretary of Agriculture.

(e) The reports of Agricultural Statisticians shall not be removed from the receptacle and their seals broken until the morning of the date on which the report is issued, when they will be delivered to the Chairman of the Crop Reporting Board by the Administrative Assistant to the Secretary, or by the Secretary or Acting Secretary of Agriculture.

(f) Reports on prices, being of a non-speculative character, even though they may relate to speculative crops, will in all cases be forwarded in "Special B" envelopes.

(5) Telegraphic reports:

(a) Telegraphic reports of the Agricultural Statisticians of the Bureau of Agricultural Economics regarding cotton and other speculative crops must be addressed to the "Secretary, Agriculture, Washington, D.C.", and begin with the words "Special A". Those relating to non-speculative

crops should be addressed to "Crop Reporting Board, Agriculture, Washington". The secret code of the Division of Crop and Live Stock Estimates must be used.

(b) Telegraphic reports addressed to the Secretary of Agriculture will be placed by the Department telegraph operator in sealed envelopes especially marked for that purpose and delivered to the Administrative Assistant, who will place the envelopes, unopened, in the locked receptacle in the office of the Secretary, where they will remain until the morning of the date on which the Bureau report is issued, when they will be delivered to the Chairman of the Crop Reporting Board in the same manner as written reports.

(c) Telegraphic reports regarding non-speculative crops addressed to "Crop Reporting Board, Agriculture, Washington", will be delivered immediately to the Statistician in Charge of the Division of Crop and Live Stock Estimates of the Bureau of Agricultural Economics, and may be used as received by him in the preparation of reports on non-speculative crops but such reports shall not be published or given out prior to the date fixed in advance for the issuance of the report.

(6) Crop Reporting Board:

(a) The preparation of the crop reports each month will be made by a Crop Reporting Board, composed of a Chairman and a Vice-Chairman, who shall have been nominated by the Chief of the Bureau of Agricultural Economics and approved by the Secretary of Agriculture, and three or more additional statisticians, whose services will be brought into requisition each crop report day by selection by the Chief of the Bureau of Agricultural Economics, from the statisticians and officials of the Bureau in Washington, and such Agricultural Statisticians of the Bureau in the field, as may be ordered to Washington for that purpose.

(b) On the days on which the reports of the Crop Reporting Board are issued, precautions will be taken to prevent any communication between those engaged in the preparation of the report, and anyone outside prior to the issuance of the report.

(c) The Crop Reporting Board will hold its sessions in the Board room of the Division of Crop and Live Stock Estimates on the third floor of the building located at 200 14th St., S.W., and the clerks, stenographers, and others engaged in assisting the Board will occupy the adjoining offices on the same floor. No one not assisting immediately in the preparation of the report will be allowed in these rooms except by permission of the Secretary of Agriculture or the Chief of the Bureau of Agricultural Economics, and no communication between these rooms and anyone outside will be permitted while the Crop Reporting Board is in session, except that additional reports may be sent into these rooms.

(d) While the Crop Reporting Board is in session, all outer doors

of the rooms occupied by the Board and its assistants shall be locked and guards stationed at the entrance, and no one shall be allowed to leave these rooms until the release of the report.

(6) The final computations for the United States relating to non-speculative crops may be made by computers and clerks under the direction of the official in charge of the Tabulating and Computing Section.

(7) All telephones, dictographs, and other means of outside communication in aforesaid rooms occupied by the Board and its assistants shall be disconnected before the Crop Reporting Board meets on the day on which the crop report is issued and shall so remain until after its issuance.

(8) Upon the completion of any report by the Crop Reporting Board, a copy of it must be signed by each member of the Board and approved by the Secretary or Acting Secretary of Agriculture before its release.

(9) The reports shall be released by the Chairman of the Board in Room 411, Beiber Building, at the hour and minute specified in the regulations of the Secretary governing the issuance of Crop Reports, as mentioned in Section 1 of this memorandum.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 16, 1923.

Draft.

MEMORANDUM NO. ____

Preparation of the Monthly Crop Reports of the Bureau of Agricultural Economics.

The orders governing the preparation of the monthly crop reports of the Bureau of Agricultural Economics, revised to February 16, 1916, are hereby amended to read as follows:

(1) A schedule of dates upon which crop estimates will be issued shall be made up by the Chief or Acting Chief of the Bureau of Agricultural Economics and submitted to the Secretary of Agriculture for approval and publication on or before January 1 of each year.

(2) Data relating to acreage, condition, yield, or quality of cotton, corn, wheat, and oats shall be termed "speculative", and these crops called "speculative crops." Other data and other crops shall be termed "non-speculative."

(3) The following classes of correspondents will send their reports directly to the Division of Crop and Live Stock Estimates of the Bureau of Agricultural Economics for tabulation:

County crop reporters,
Township crop reporters,
Individual farmers,
Cotton ginners (Census Bureau),
Bureau special correspondents.

The schedules sent in by the foregoing lists of crop reporters will be tabulated in the Tabulating and Computing Section of the Division of Crop and Live Stock Estimates of the Bureau of Agricultural Economics, and must be carefully safeguarded from the time they are received until the crop report is issued.

In order to prevent the possibility of collusion among any of the employees engaged in the tabulation of these schedules, or of any employee drawing deductions from the results shown for any State or States tabulated by him, the following method shall be employed in dealing with speculative crops in States of relatively large production.:

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

(a) After the schedules have been tabulated on the sheets for the respective States, the figures thereon shall be added for each crop represented, so as to show a total for only a portion of the sheet, omitting a group of important counties. As rapidly as such totals are made the sheets shall be handed to the official in charge of the division.

(b) The official in charge will then number the tabulation sheets at the top (where the names of the States to which they relate are written) and at the bottom (where there is nothing to indicate the States to which they relate), using the same number at both the top and the bottom of the sheet. He will then place these numbers on a separate sheet on his desk, without making any memorandum to show the States to which they pertain, but for the purpose of avoiding the use of the same number on sheets relating to different States.

(c) The official in charge shall then cut the tabulation sheets into two parts, so that the partial total will be at the top of the lower part and so that no names of counties will appear thereon. In order to do this, it will be necessary to cut the sheet so that the names of all counties will be on the upper part of the sheet, although the figures for some of the counties will of course appear on the lower part.

(d) He shall immediately deliver the upper part, upon which the name of the State is written to the Chief Statistician of the Division of Crop and Live Stock Estimates, of the Bureau of Agricultural Economics.

(e) The official in charge shall then issue the lower parts of the tabulation sheets to other clerks than those by whom they were tabulated and partially added, who will make the final additions and compute the average thereon. As rapidly as they are completed by the clerks, the official in charge will deliver them to the Chief Statistician of the Division, who will assign the figures to the proper States to which they pertain by means of the numbers placed on the top and at the bottom of the sheets before they were cut in two.

(f) The tabulation of all schedules relating to cotton in Texas and Georgia will be delivered by the official in charge of the Tabulating and Computing Section, as soon as completed, to the Secretary or Acting Secretary of Agriculture, who will keep said sheets in a locked receptacle until the morning of the date upon which the Bureau's cotton report is issued, when they will be delivered to the Chairman of the Crop Reporting Board by the Secretary, or Acting Secretary, or Administrative Assistant to the Secretary.

(4) Reports of Agricultural Statisticians in the Field.

(a) Agricultural Statisticians in the field shall inclose their reports relating to what are known as speculative crops in separate envelopes from the reports on other (non-speculative) crops. The envelopes containing the first class of reports shall be addressed in red ink, either printed or written, to the Secretary of Agriculture, and shall have the inscription (also in red ink) "Special A", prominently marked thereon.

(b) Agricultural Statisticians shall forward their regular monthly reports on non-speculative crops in envelopes addressed to the Secretary of Agriculture in red ink, printed or written, which shall be identified by the inscription "Special B", prominently marked thereon.

(c) In order to prevent access to such reports relating to speculative crops by any person connected with the Bureau of Agricultural Economics prior to the date to which they relate, or the possibility of premature information being derived therefrom, an arrangement with the postal authorities has been made to separate letters addressed in red ink to the Secretary of Agriculture, marked "Special A", or "Special B", from other mail as soon as received in Washington, to deliver the envelopes to the Administrative Assistant to the Secretary of Agriculture, or to his assistant, who shall immediately initial them and mark thereon the date and hour of receipt. The Administrative Assistant, or his assistant, will immediately place the envelopes marked "Special A", and without breaking the seals thereof, in the locked receptacle in the office of the Secretary, where the envelopes will remain, sealed until the time arrives for their use by the Crop Reporting Board in preparing the crop estimates. The envelopes marked "Special B" will be immediately delivered to the Chief Statistician of the Division of Crop and Live Stock Estimates for use in preparing estimates regarding the crops to which they relate, in advance of the date on which the Bureau's report is issued.

(d) The key for opening the receptacle in which the sealed reports of the Agricultural Statisticians of the Bureau of Agricultural Economics are kept in the office of the Secretary shall be in the possession of the Administrative Assistant to the Secretary of Agriculture and will be used by him only, or by the Secretary or Acting Secretary of Agriculture.

(e) The reports of Agricultural Statisticians shall not be removed from the receptacle and their seals broken until the morning of the date on which the report is issued, when they will be delivered to the Chairman of the Crop Reporting Board by the Administrative Assistant to the Secretary, or by the Secretary or Acting Secretary of Agriculture.

(f) Reports on prices, being of a non-speculative character, even though they may relate to speculative crops, will in all cases be forwarded in "Special B" envelopes.

(3) The Administrative Assistant, or his assistant, shall open the envelopes with promptness, sealed until the time and date of opening. The envelopes will remain, sealed until the time and date of opening, in the Town Clerk's Office.

(4) Upon opening the envelopes, the Administrative Assistant or his assistant shall read aloud the name of each bidder, the amount of the bid, and such other relevant information as he may deem fit.

(5) The Administrative Assistant, or his assistant, shall prepare a record of the proceedings.

(6) The Administrative Assistant, or his assistant, shall keep the bids submitted in safe custody until the contract is awarded.

(7) The successful bidder shall enter into a written contract with the Town.

(8) The Administrative Assistant, or his assistant, shall return the envelopes to the unsuccessful bidders.

(5) Telegraphic reports:

(a) Telegraphic reports of the Agricultural Statisticians of the Bureau of Agricultural Economics regarding cotton and other speculative crops must be addressed to the "Secretary, Agriculture, Washington, D. C.", and begin with the words "Special A". Those relating to non-speculative crops should be addressed to "Crop Reporting Board, Agriculture, Washington."

(b) Telegraphic reports addressed to the Secretary of Agriculture will be placed by the Department telegraph operator in sealed envelopes especially marked for that purpose and delivered to the Administrative Assistant, who will place the envelopes, unopened, in the locked receptacle in the office of the Secretary, where they will remain until the morning of the date on which the Bureau report is issued, when they will be delivered to the Chairman of the Crop Reporting Board in the same manner as written reports.

(c) Telegraphic reports regarding non-speculative crops addressed to "Crop Reporting Board, Agriculture, Washington", will be delivered immediately to the Chief Statistician of the Division of Crop and Live Stock Estimates of the Bureau of Agricultural Economics, and may be used as received by him in the preparation of reports on non-speculative crops but such reports shall not be published or given out prior to the date fixed in advance for the issuance of the report.

(6) Crop Reporting Board:

(a) The preparation of the crop reports each month will be made by a Crop Reporting Board, composed of the Director of Marketing Research of the Bureau of Agricultural Economics as Chairman, the Officer in Charge of the Division of Crop and Live Stock Estimates, Acting Chairman, and three or more additional statisticians, whose services will be brought into requisition each crop report day by selection by the Chief of the Bureau of Agricultural Economics, from the statisticians and officials of the Bureau in Washington, and such Agricultural Statisticians of the Bureau in the field, as may be ordered to Washington for that purpose.

(b) On the days on which the reports of the Crop Reporting Board are issued, precautions will be taken to prevent any communication between those engaged in the preparation of the report, and anyone outside prior to the issuance of the report.

(c) The Crop Reporting Board will hold its sessions in the Board room of the Division of Crop and Live Stock Estimates on the third floor of the building located at 200 14th St., S. W., and the clerks, stenographers and others engaged in assisting the Board will occupy the adjoining offices on the same floor. No one not assisting immediately

in the preparation of the report will be allowed in these rooms except by permission of the Secretary of Agriculture or the Chief of the Bureau of Agricultural Economics, and no communication between these rooms and anyone outside will be permitted while the Crop Reporting Board is in session, except that additional reports may be sent into these rooms.

(d) While the Crop Reporting Board is in session, all outer doors of the rooms occupied by the Board and its assistants shall be locked and guards stationed at the entrance, and no one shall be allowed to leave these rooms until the release of the report.

(e) The final computations for the United States relating to non-speculative crops may be made by computers and clerks under the direction of the official in charge of the Tabulating and Computing Section.

(7) All telephones in aforesaid rooms occupied by the Board and its assistants shall be disconnected before the Crop Reporting Board meets on the day on which the crop report is issued and shall so remain until after its issuance.

(8) Upon the completion of any report by the Crop Reporting Board, a copy of it must be signed by each member of the Board and approved by the Secretary or Acting Secretary of Agriculture before its release.

(9) The reports shall be released by the Chairman of the Board in Room 411, Beiber Building, at the hour and minute specified in the regulations of the Secretary governing the issuance of Crop Reports, as mentioned in Section 1 of this memorandum.

Secretary.

by the Chairman of the Board in the manner and minute specified in the Bye-laws of Co-op Reports.

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DEPARTMENT OF AGRICULTUR

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

May 4, 1923.

Mr. Jump:

I have read this over and except for the necessity of substituting "Administrative Assistant" for "Private Secretary" throughout, there seems to be only four doubtful points, as follows:

(1) On page 2 in describing the procedure in tabulating the crop reports the memorandum says "the figures thereon shall be added for each crop represented, so as to show a total for only a portion of the sheet, omitting a group of counties at the bottom of the sheet. The next paragraph makes reference to the lower part of the sheet,--"where there is nothing to indicate the States to which they relate." The following paragraph says "the partial total will be at the top of the lower part and * * * no names of counties will appear thereon." I cannot reconcile the last statement with the first two. The first clearly indicates that there will be a group of counties at the bottom of the sheet while the last two say that there will be nothing at the bottom of the sheet to indicate the State or county.

(2) On page 5 the statement is made that the Chief Statistician of the Division of Crop and Live Stock Estimates will be Chairman of the Crop Reporting Board. Is this true since Mr. Murray's resignation?

(3) Section (c) on page 6 says that no communication will be permitted between the rooms occupied by the Crop Reporting Board and its assistants and the remainder of the Bureau. It occurs to me that this may be a little too narrow and should be broadened to include everyone outside the rooms.

(4) The closing paragraph on page 7 refers to the regulations of the Secretary governing the issuance of crop reports. Is this the schedule referred to in Section (1) on page 1? If so, they should be tied up in some way as this closing statement is rather confusing.

If you think that all of these things are worth following up, let me know and I will take them up with the people in B. A. E.

F.W.S.

U. S. DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS
WASHINGTON

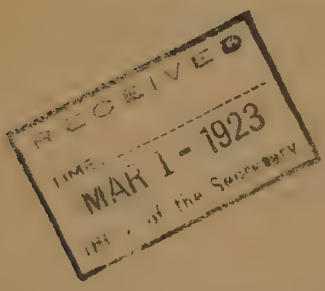
March 1, 1923.

Dear Mr. Secretary:

Attached herewith is a revision of the memorandum No.157, dated February 16, 1916, and signed by Hon. D. F. Houston. Copy herewith. The change in location and the change in the organization of the Bureau have made necessary some alterations in the memorandum.

H.C.T.

Chief of Bureau.



Page 1 - paragraph one - Bureau of Crop Estimates changed to Bureau of Agricultural Economics, and the date changed from revised to January 4, 1911, to revised to February 16, 1916.

Paragraph two - Bureau changed to Bureau of Agricultural Economics.

Paragraph four - Changed to read "reports directly to the Division of Crop and Live Stock Estimates, of the Bureau of Agricultural Economics" from Bureau of Crop Estimates.

Page 2 - First paragraph -"Division of Crop Reports of the Bureau of Crop Estimates"changed to"Tabulating and Computing Section of the Division of Crop and Live Stock Estimates of the Bureau of Agricultural Economics."

Page 3 - Paragraph one - second line changed from "to the Chief or the Acting Chief of Bureau," to read "to the Chief Statistician of the Division of Crop and Live Stock Estimates, of the Bureau of Agricultural Economics."

Paragraph two - line 5 - changed from "to the Chief or Acting Chief of Bureau" to "to the Chief Statistician of the Bureau".

Paragraph three - line 2 - Changed from "by the official in charge of the Division of Crop Reports," to "by the official in charge of the Tabulating and Computing Section." line 6 - Changed from "to the Chief of Acting Chief of Bureau" to "to the Chairman of the Crop Reporting Board".

Paragraph four - Changed from "Reports of Field Agents and Crop Specialists" to "Reports of Agricultural Statisticians in the field".

Paragraph five - Changed from "Field Agents and Crop Specialists" to"Agricultural Statisticians in the field." The last two lines of this paragraph are omitted in the new memorandum.

Page 4 - Paragraph one - Changed from "Field Agents and Crop Specialists" to "Agricultural Statisticians". The new memorandum also specifies"regular monthly reports" rather than just "reports on non-speculative crops".

Paragraph two - line 9 - Changed from "and to take a receipt therefor" to "who shall immediately initial them and mark thereon the date and hour of receipt". the name of the Bureau is also changed from "Bureau of Crop Estimates"to "Bureau of Agricultural Economics".

(paragraph one)
Page 5 - "The reports of Field Agents and Crop Specialists" changed to "Reports of the Agricultural Statisticians", also "to the Chief or Acting Chief of the Bureau of Crop Estimates" changed to "to the Chairman of the Crop Reporting Board".

Paragraph four - "Field Agents and Crop Specialists of the bureau of Crop Estimates" changed to "Agricultural Statisticians of the Bureau of Agricultural Economics". "To the Secretary of Agriculture" reads "to the Secretary of Agriculture, Washington, D.C." "should be addressed to "Estimates, Agriculture, Washington" is changed to "Crop Reporting Board, Agriculture, Washington."

Page 5 - paragraph five - last line - Changed from "to the Chief or Acting Chief of the Bureau of Crop Estimates" to "to the Chairman of the Crop Reporting Board".

paragraph six - "Estimates, Agriculture, Washington" changed to "Crop Reporting Board, Agriculture, Washington", also "to the Bureau of Crop Estimates and may be used as received by the Chief or Acting Chief of Bureau prior to the date of the issuance of the report" is changed to "to the Chief Statistician of the Division of Crop and Live Stock Estimates of the Bureau of Agricultural Economics, and may be used as received by him in the preparation of reports on non-speculative crops but such reports shall not be published or given out prior to the date fixed in advance for the issuance of the report."

Page 6 - paragraph two "Composed of the Chief or Acting Chief of Bureau and four or more additional members, whose services will be brought into requisition each crop report day by selection from the statisticians and officials of the Bureau and such Field Agents and Crop Specialists as may be ordered to Washington for that purpose" changed to read:" Composed of the Chief Statistician of the Division of Crop and Live Stock Estimates as Chairman, the Officer in Charge of the Division of Crop and Live Stock Estimates, Acting Chairman, and three or more additional statisticians, whose services will be brought into requisition each crop report day by selection by the Chief of the Bureau of Agricultural Economics, from the statisticians and officials of the Bureau in Washington, and such Agricultural Statisticians of the Bureau in the Field, as may be ordered to Washington for that purpose."

paragraph four - Changed from "The Crop Reporting Board will hold its sessions in the office of the Statistician (Chief of Bureau), and the clerks, stenographers, and others engaged in assisting the Board will occupy the adjoining office of the Assistant Chief of Bureau. No one not assisting immediately in the preparation of the report will be allowed in these rooms except by permission of the Secretary of Agriculture or Chief of the Bureau of Crop Estimates, and no communication between these rooms and the remainder of the Bureau will be permitted except for necessary assistance in preparing the report, and then only under the personal supervision of the Chief or Acting Chief of Bureau" to read "The Crop Reporting Board will hold its sessions in the Board room of the Division of Crop and Live Stock Estimates on the third floor of the building located at 200 14th st. s.w., and the clerks, stenographers and others engaged in assisting the Board will occupy the adjoining offices on the same floor. No one not assisting immediately in the preparation of the report will be allowed in these rooms except by permission of the Secretary of Agriculture or the Chief of the Bureau of Agricultural Economics, and no communication between these rooms and the remainder of the Bureau will be permitted, while the Crop Reporting Board is in session."

paragraph five - Changed from "Bureau of Crop Estimates" to Board and its assistants" and "leave the Bureau without permission of the Secretary of Agriculture" changed to"leave these rooms until the release of the report."

Page 7 - paragraph one line three Changed from "in charge of the Division of Crop Reports" to "in charge of the Tabulating and Computing Section."

paragraph two "Bureau of Crop Estimates" changed to "the Board and its assistants".

The following paragraphs have been added to the memorandum:

Upon the completion of any report by the Crop Reporting Board a copy of it must be signed by each member of the Board and approved by the Secretary or Acting Secretary of Agriculture before its release.

The reports shall be released by the Chairman of the Board in Room 411, Beiber Building, at the hour and minute specified in the regulations of the Secretary governing the issuance of Crop Reports.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

~~January~~ May 16, 1923.

MEMORANDUM NO. _____.

Preparation of the Monthly Crop Reports of the Bureau of Agricultural Economics.

The orders governing the preparation of the monthly crop reports of the Bureau of Agricultural Economics, revised to February 16, 1916, are hereby amended to read as follows:

(1) A schedule of dates upon which crop estimates will be issued shall be made up by the Chief or Acting Chief of the Bureau of Agricultural Economics and submitted to the Secretary of Agriculture for approval and publication on or before January 1 of each year.

(2) Data relating to acreage, condition, yield, or quality of cotton, corn, wheat, and oats shall be termed "speculative", and these crops called "speculative crops." Other data and other crops shall be termed "non-speculative."

(3) The following classes of correspondents will send their reports directly to the Division of Crop and Live Stock Estimates of the Bureau of Agricultural Economics for tabulation:

County crop reporters,
Township crop reporters,
Individual farmers,
Cotton ginners (Census Bureau),
Bureau special correspondents.

The schedules sent in by the foregoing lists of crop reporters will be tabulated in the Tabulating and Computing Section of the Division of Crop

and Live Stock Estimates of the Bureau of Agricultural Economics, and must be carefully safeguarded from the time they are received until the crop report is issued.

In order to prevent the possibility of collusion among any of the employees engaged in the tabulation of these schedules, or of any employee drawing deductions from the results shown for any State or States tabulated by him, the following method shall be employed in dealing with speculative crops in States of relatively large production:

(a) After the schedules have been tabulated on the sheets for the respective States, the figures thereon shall be added for each crop represented, so as to show a total for only a portion of the sheet, omitting a group of counties ~~at the bottom of the sheet.~~ As rapidly as such totals are made the sheets shall be handed to the official in charge of the division.

(b) The official in charge will then number the tabulation sheets at the top (where the names of the States to which they relate are written) and at the bottom (where there is nothing to indicate the States to which they relate), using the same number at both the top and the bottom of the sheet. He will then place these numbers on a separate sheet on his desk, without making any memorandum to show the States to which they pertain, but for the purpose of avoiding the use of the same number on sheets relating to different States.

(c) The official in charge shall then cut the tabulation sheets into two parts, so that the partial total will be at the top of the lower part and so that no names of counties will appear thereon.

(d) He shall immediately deliver the upper part, upon which the name of the State is written to the Chief Statistician of the Division of Crop and Live Stock Estimates, of the Bureau of Agricultural Economics.

(e) The official in charge shall then issue the lower parts of the tabulation sheets to other clerks than those by whom they were tabulated and partially added, who will make the final additions and compute the average thereon. As rapidly as they are completed by the clerks, the official in charge will deliver them to the Chief Statistician of the Division, who will assign the figures to the proper States to which they pertain by means of the numbers placed on the top and at the bottom of the sheets before they were cut in two.

(f) The tabulation of all schedules relating to cotton in Texas and Georgia will be delivered by the official in charge of the Tabulating and Computing Section, as soon as completed, to the Secretary or Acting Secretary of Agriculture, who will keep said sheets in a locked receptacle until the morning of the date upon which the Bureau's cotton report is issued, when they will be delivered to the Chairman of the Crop Reporting Board by the Secretary, or Acting Secretary, or ~~Private Secretary~~ to the Secretary.

(4) Reports of Agricultural Statisticians in the Field.

(a) Agricultural Statisticians in the field shall inclose their reports relating to what are known as speculative crops in separate envelopes from the reports on other (non-speculative) crops. The envelopes containing the first class of reports shall be addressed in red ink, either printed or written, to the Secretary of Agriculture, and shall have the inscription (also in red ink) "Special A", prominently marked thereon.

(b) Agricultural Statisticians shall forward their regular monthly reports on non-speculative crops in envelopes addressed to the Secretary of Agriculture in red ink, printed or written, which shall be identified by the inscription "Special B", prominently marked thereon.

(c) In order to prevent access to such reports relating to speculative crops by any person connected with the Bureauof Agricultural Economics

prior to the date to which they relate, or the possibility of premature information being derived therefrom, an arrangement with the postal authorities has been made to separate letters addressed in red ink to the Secretary of Agriculture, marked "Special A" or "Special B", from other mail as soon as received in Washington, to deliver the envelopes to the ~~Private Secretary~~ Administrative Assistant to the Secretary of Agriculture, or to his assistant, who shall immediately initial them and mark thereon the date and hour of receipt. The ~~Private Secretary,~~ Administrative Assistant or his assistant, will immediately place the envelopes marked "Special A", and without breaking the seals thereof, in the locked receptacle in the office of the Secretary, where the envelopes will remain, sealed until the time arrives for their use by the Crop Reporting Board in preparing the crop estimates. The envelopes marked "Special B" will be immediately delivered to the Chief Statistician of the Division of Crop and Live Stock Estimates for use in preparing estimates regarding the crops to which they relate, in advance of the date on which the Bureau's report is issued.

(d) The key for opening the receptacle in which the sealed reports of the Agricultural Statisticians of the Bureau of Agricultural Economics are kept in the office of the Secretary shall be in the possession of the ~~Private Secretary~~ Administrative Assistant to the Secretary of Agriculture and will be used by him only, or by the Secretary or Acting Secretary of Agriculture.

(e) The reports of Agricultural Statisticians shall not be removed from the receptacle and their seals broken until the morning of the date on which the report is issued, when they will be delivered to the Chairman of the Crop Reporting Board by the ~~Private Secretary~~ Assistant to the Secretary, or by the Secretary or Acting Secretary of Agriculture.

(f) Reports on prices, being of a non-speculative character, even though they may relate to speculative crops, will in all cases be forwarded in "Special B" envelopes.

(5) Telegraphic reports:

(a) Telegraphic reports of the Agricultural Statisticians of the Bureau of Agricultural Economics regarding cotton and other speculative crops must be addressed to the "Secretary, Agriculture, Washington, D.C.", and begin with the words "Special A". Those relating to non-speculative crops should be addressed to "Crop Reporting Board, Agriculture, Washington."

(b) Telegraphic reports addressed to the Secretary of Agriculture will be placed by the Department telegraph operator in sealed envelopes especially marked for that purpose and delivered to the ~~Private Secretary~~ Administrative Assistant, who will place the envelopes, unopened, in the locked receptacle in the office of the Secretary, where they will remain until the morning of the date on which the Bureau report is issued, when they will be delivered to the Chairman of the Crop Reporting Board in the same manner as written reports.

(c) Telegraphic reports regarding non-speculative crops addressed to "Crop Reporting Board, Agriculture, Washington", will be delivered immediately to the Chief Statistician of the Division of Crop and Live Stock Estimates of the Bureau of Agricultural Economics, and may be used as received by him in the preparation of reports on non-speculative crops but such reports shall not be published or given out prior to the date fixed in advance for the issuance of the report.

(6) Crop Reporting Board:

(a) The preparation of the crop reports each month will be made by a Crop Reporting Board, composed of the Chief Statistician of the ~~Division of Crop and Live Stock Estimates as Chairman~~, the Officer in Charge of the Division of Crop and Live Stock Estimates, Acting Chairman, and three or more additional statisticians, whose services will be brought into requisition each crop report day by selection by the Chief of the Bureau of Agricultural Economics, from the

statisticians and officials of the Bureau in Washington, and such Agricultural Statisticians of the Bureau in the field, as may be ordered to Washington for that purpose.

(b) On the days on which the reports of the Crop Reporting Board are issued, precautions will be taken to prevent any communication between those engaged in the preparation of the report, and anyone outside prior to the issuance of the report.

(c) The Crop Reporting Board will hold its sessions in the Board room of the Division of Crop and Live Stock Estimates on the third floor of the building located at 200 14th St. s.w., and the clerks, stenographers and others engaged in assisting the Board will occupy the adjoining offices on the same floor. No one not assisting immediately in the preparation of the report will be allowed in these rooms except by permission of the Secretary of Agriculture or the Chief of the Bureau of Agricultural Economics, and no communication between these rooms and ~~the remainder of the Bureau~~ anyone outside will be permitted, while the Crop Reporting Board is in session, except that messages and reports may be sent into these rooms.

(d) While the crop Reporting Board is in session, all outer doors of the rooms occupied by the Board and its assistants, shall be locked and guards stationed at the entrance, and no one shall be allowed to leave these rooms until the release of the report.

(e) The final computations for the United States relating to non-speculative crops may be made by computers and clerks under the direction of the official in charge of the Tabulating and Computing Section.

(7) All telephones in aforesaid rooms occupied by the Board and its assistants shall be disconnected before the Crop Reporting Board meets on the day on which the crop report is issued and shall so remain until after its issuance.

(8) Upon the completion of any report by the Crop Reporting Board, a

copy of it must be signed by each member of the Board and approved by the Secretary or Acting Secretary of Agriculture before its release.

(9) The reports shall be released by the Chairman of the Board in Room 411, Beiber Building, at the hour and minute specified in the regulations of the Secretary governing the issuance of Crop Reports, as mentioned in section 1 of this memorandum.

Secretary.

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U.S. DEPARTMENT OF AGRICULTURE
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